



Advising Handbook

Rev. 12/9/2014

The Scope of Academic Advising

Philosophy

Phillips Community College of the University of Arkansas is committed to a strong, effective academic advisement system, a system in which advisement goes beyond mere schedule building to assisting students to explore their potential, clarify their goals, and discover the best means of achieving those goals. 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.

Advisors at PCCUA serve in at least three roles: clerical, informational, and developmental. In the routine clerical role, advisors insure that students register for courses consistent with their abilities and needs. They assist students in coping with the paperwork associated with a college education.

Advisors also serve as a source of information. Using the College Catalog, the semester schedule of classes, and the Advising Handbook, advisors should be able to answer most questions concerning academic policies and procedures. When unable to provide needed information, advisors refer students to the office where they can obtain additional assistance.

The third role, the developmental role, is closely related to some definitions of “counselor.” The ability to listen with empathy when a student voices a concern is the mark of a good advisor as well as counselor. Advisors should not hesitate, however, to refer students to other alternatives when the complexity of the students’ problems warrants it. The developmental role also involves aiding students in improving their decision-making skills and assisting students in career planning decisions.

Responsibilities of the Advisor

1. The advisor creates an atmosphere of openness, caring and concern where meaningful communication, confidence, and trust exist. The advisor serves as a faculty/staff friend to the student by demonstrating a personal interest in the intellectual, emotional, and social growth of the student.
2. The advisor has the responsibility to articulate the College requirements as they relate to the philosophy of the College and to the student’s major.
3. The advisor is the primary source of information for the student and must possess adequate and accurate information concerning academic policies and procedures.
4. The advisor should have knowledge of the resources available to the student in order to make appropriate suggestions and referrals to meet the student’s needs and interests.
5. The advisor provides information concerning career and educational opportunities.
6. The advisor gains the necessary knowledge and skills to work with special groups such as transfer students, underprepared students, older students, and students with learning disabilities.
7. The advisor helps the student examine the course offerings in his or her major, relate these to other possible majors, and understand the graduation requirements for the eventual chosen curriculum.

Advisor and Advisement System Evaluation

Advisors will be evaluated on the basis of student contact frequency, an advisee opinion questionnaire, and record maintenance.

Assignment of Advisors

Students are generally assigned to advisors on the basis of their academic major, and are listed on the following page. Students who express a high degree of uncertainty about career goals and their choice of majors will be assigned to the professional advisor on each campus. Once undecided students have become more definite about their career plans, they will be re-assigned to an appropriate advisor in their major.

Advisor Training and Development

Advisors are expected to participate in a comprehensive, regularly scheduled, ongoing, in-service development program. Workshops will be conducted prior to registration each semester and opportunities to attend regional conferences on academic advising will be offered as financial constraints allow.

Elements of content for advisor development will include:

1. Conceptual elements such as the role of advising in student development and the relationship between advising and student retention,
2. Informational elements such as policies and procedures, and
3. Relational elements such as communication skills and referral skills.

Admissions

Admission Procedures for First-time College Students

1. The student completes an application for admission and submits to the Admissions Office.
2. The student requests that his high school counselor submit an official transcript, immunization records, and any test scores to the Admissions Office.
3. Students that have not achieved a score of 19 or higher on each of the Math, English, and Reading portions of the ACT must provide COMPASS or ASSET scores in the deficient area(s). Students enrolled in and whose listed major is a Certificate of Proficiency program that does not require English or Math courses are not required to provide test scores. After completing the CP, if the student wants to pursue a technical certificate or associates degree, he/she will be required to provide test scores.

Students may take the COMPASS test at no charge on all three campuses. Before taking the test, students are required to participate in a mandatory COMPASS prep, during which areas that need improvement are identified and reviewed. (In Helena this prep is completed at the STAR Center; in DeWitt and Stuttgart, at the testing centers). Students will receive personal and computerized assistance in these areas in order to maximize their COMPASS test scores. Higher scores on the COMPASS test may result in fewer classes needed to complete a degree or certificate.

4. The student is referred to the appropriate academic advisor.

Minimum Scores Required for Admission

All students must have earned a high school diploma from an accredited school, or a General Education Diploma (GED) before enrolling. In addition, the student must score at least 33 in one of the Reading, Writing, and Math portions of the ASSET or COMPASS to be admitted.

Students that score below 33 in all three areas of the ASSET/COMPASS will be referred to the Adult Basic Education program. These students will remain in the ABE program until their skill level has improved as indicated by retesting.

Conditional Admission (Act 1184)

Students that do not score a 15 Composite on the ACT, or at least a 62 on the Compass Reading test, will be conditionally admitted. These students are limited to 12-14 hours per semester, and are also limited to certain electives. The student must complete the following form, to be placed in the student's file.

PCCUA CONDITIONAL-PREP ADMISSION PLAN

As a student who is eligible for conditional admission to PCCUA, you have rights regarding your participation and obligations for your successful completion of a preparation plan for remediation. Based on your entry level ACT/COMPASS placement score, you are assigned to a specific curriculum plan. You must complete this Plan within the first thirty hours of enrollment to meet the requirements of the conditional admission.

ACT/COMPASS or Equivalent Reading _____ English _____ Math _____ Comp. _____

Assigned Advisor: _____ Phone Number: _____

For help in understanding your plan be sure to speak with your advisor. If you need additional information you may contact the Vice Chancellor for Student Services.

Scott Post, VC Student Services/Registrar
(870) 338-6474 ext. 1235
spost@pccua.edu

Student Name (Print): _____

Student ID Number: _____

Contact Information

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Cell Phone Number: _____

Student Signature: _____ Date: _____

Space Below for Office Use Only

Status of Conditional Enrollment: _____ Requirements completed

Effective Date: _____ Requirements not completed

Signature of Registrar: _____

Place document in the official student file and provide copy to the student.

CONTITIONAL B: (Also Known as CONDITIONAL-PREP/ABILITY –TO-BENEFIT/ATB) CHECKLIST

Advisors: Please place checkmarks in the appropriate cells each semester.

COURSES	1 ST SEM	2 ND SEM	3 RD SEM	FACULTY SIGNATURE
*READING/ENGLISH				
*RWS-1012/1014				
READING				
DS-103				
DS-1031				
DS-123				
DS-1231				
ENGLISH				
EH-1013				
EH-1011				
EH-1023				
EH-1021				
EH-113				
MATH				
MS-1013				
MS-000				
MS-1023				
MS-000				
MS-1123				
MS-000				
MS-123				
MS-143				
MS-183				
STUDENT SUCCESS				
SOS-103				
SS-101				
SS-111				
OR-100/200/400				
ELECTIVES				
PSY-213				
SY-213				
OTHER				

*Take the Reading and English Combination (RWS-1012/1014) or separate courses in Reading (DS-103) and English (EH-1013).

Student Signature: _____ Date: _____

Admissions Procedures for Transfer Students

1. The student completes an application for admission and submits it to the Admissions Office.
2. The student requests official transcripts from all colleges and universities attended to be sent to the Registrar's Office. If the student has fewer than 12 earned college credits, he/she must also submit an official high school transcript or GED scores.
3. Transfer students that have not successfully completed math or English requirements must provide ACT, COMPASS, or ASSET scores for placement. Students may also COMPASS test free of charge at any campus.
4. The student is referred to the appropriate academic advisor. Students should bring copies of transcripts to the advising appointment.

Advanced Placement (AP) Credit

PCCUA will award credit based upon Advanced Placement test results. No grade will be assigned. Official copies of the examination scores must be submitted by the testing agency Admissions/Records. The tests and scores accepted by PCCUA are:

Subject	Score	Credits	Related Course
Art History	3	3	FA 213
Biology	3	4	BY 114
English Language & Composition	3 5	3 6	EH 113 EH 113 & EH 123
French	3 4, 5	3 6	FH 113 FH 113 & FH 123
Govt. and Politics	3	3	PLS 213
United States History	3 4, 5	3 6	HY 213 HY 213 & HY 223
Calculus (ab) or (bc)	3	5	MS 215
Physics	3	5	PS 215
Psychology	3	3	PSY 213

College-Level Examination Program (CLEP Test)

The CLEP is a standardized, national examination by which students may earn college credit. The minimum scores are determined by each individual college. Students may earn up to 30 hours of credit through general or subject examinations with the following provisions:

1. No grade will be given for CLEP credit.
2. CLEP credit will not be posted on the transcript until a student has earned 9 hours in regular coursework at PCCUA. Students should contact the Registrar's Office to petition to receive CLEP credit.
3. A student may not receive CLEP credit after taking and completing (with a passing or failing) grade a comparable course at PCCUA.
4. CLEP credit earned at other colleges will be accepted at PCCUA provided the score requirements listed are met, and an official CLEP report is submitted.
5. A fee of \$77 is charged for each CLEP examination taken at PCCUA.

General Examination	PCCUA Course	Minimum Score for Credit	Maximum Credit Allowed
Mathematics Skills Content	MS 123 when both sub-scores equal or exceed	52	3
English Composition ¹	EH 113	50	3
	EH 113 and 123	50	6

¹90-minute multiple-choice college composition modular test for EH 113 (ENGL 1013) credit. 90-minute modular test and a writing assessment with a minimum score of 50 for EH 113 & EH 123 credit (ENGL 1013/1023).

Subject Examination	PCCUA Course	Minimum Score for Credit	Maximum Credit Allowed
American Government	PLS 213 (PLSC 2003)	65	3
American History I	HY 213 (HIST 2113)	54	3
American History II	HY 223 (HIST 2123)	56	3
Calculus with Elementary Functions	MS 215 (MATH 2405)	65	5
College Algebra	MS 123 (MATH 1103)	53	3
General Biology	BY 114 (BIOL 1014)	50	4
	BY 114 and 124 (BIOL 1014/1024)	60	8
General Chemistry	CY 114 and 124 (CHEM 1414/1424)	65	8
General Psychology	PSY 213 (PSYC 1103)	58	3
Info. Systems/Computer Applications	CT 114 (CPSI 1003)	60	4
Introductory Business Law	BAN 233 (BLAW 2003)	60	3
Introduction to Management	BMGT 233 (BUSI 2103)	56	3
Introductory Macroeconomics	ES 213 (ECON 2103)	54	3
Introductory Microeconomics	ES 223 (ECON 2203)	55	3
Introductory Sociology	SY 213 (SOCI 1013)	59	3
Western Civilization I	HY 113 (HIST 1213)	57	3
Western Civilization II	HY 123 (HIST 1223)	57	3

Confidentiality of Student Records

Except under special circumstances, student records should not be released without the written consent of the student. Before releasing records, check with the Registrar's Office to determine whether the student authorized release.

Parents lose their FERPA rights when their child turns 18 or starts attending or taking classes in any post-secondary institution, whichever happens first. As far as FERPA is concerned, a student's spouse is an "unrelated third party" and therefore has no rights under FERPA.

Any questions about student records and privacy should be referred to the Registrar's Office.

Transcript Requests

To obtain a transcript or to have an official PCCUA transcript sent to another college/university/organization, the student must fill out a Transcript Request form. This form may be completed on campus in Admissions, or printed from the website (under the student menu tab) and faxed or mailed to PCCUA. A student's signature is required. Transcripts cannot be released until all financial obligations to PCCUA have been satisfied. There is no charge for transcript requests.

Class Attendance & EW Grades

Students are expected to attend all classes regularly and punctually. The instructor will provide to the student at the beginning of the semester a written statement of the specific attendance policy for that course.

If a student is absent more times than allowed by an instructor's policy, the instructor may, but is not required to, drop the student from the class with a grade of EW by notifying the Admissions/Records office in writing. The instructor should perform due diligence to notify the student of her danger of being withdrawn prior to submitting an EW grade.

Placement Scores in English, Reading, and Mathematics, Effective Summer 2014

PLACEMENT	COMPASS	ACT	ASSET	SAT
EH 1013 (Basic Writing I) and EH 1011 (Basic Writing I Lab)	0 – 37 on Writing Skills		0 – 34 on Writing Skills	
EH 1023 (Basic Writing II) and EH 1021 (Basic Writing II Lab)	38 – 79 on Writing Skills		35 – 44 on Writing Skills	
EH 113 (Freshmen English I)	80 or above on Writing	19 or above on English	45 or above on Writing Skills	470 or above on Verbal
MS 1013 (Fundamental Math)	0 – 48 on Pre-algebra		34 – 41 on Numerical Skills	
MS 1023 (Elementary Algebra)	49 – 100 on Pre-algebra and 0 – 29 on algebra		42 or above on Numerical Skills and 0 – 34 on Intermediate Algebra	
MS 1123 (Intermediate Algebra)	49 – 100 on Pre-algebra and 30 – 40 on Algebra 2 years of HS Algebra recommended, but not required		42 or above on Numerical Skills and 35 – 38 on Intermediate Algebra	
MS 123 (College Algebra)	41 or above on Algebra 2 years of HS Algebra recommended, but not required	19 or above on Math 2 years of HS Algebra recommended, but not required	39 or above on Intermediate Algebra	460 or above on Quantitative
MS 143 (Technical Math)	21 or above on Algebra	16 or above on Math	42 or above on Numerical Skills and 35 – 38 on Intermediate Algebra	
MS 173 (Geometry)	49 – 100 on Pre-algebra		42 or above on Numerical Skills	
MS 183 (College Mathematics)	49 – 100 on Pre-algebra and 36 or above on Algebra	19 or above on Math	39 or above on Intermediate Algebra	
DS 103 (Introduction to College Reading Skills) and DS 1031 (Reading Lab I)	0 – 65 on Reading		0 – 42 on Reading Skills	0 – 469 on Verbal

DS 123 (College Reading Strategies) and DS 1231 (Reading Lab II)	66 – 82 on Reading			
Exemption from Reading	83 or above on Reading Skills	19 or above on Reading	41 or above on Reading Skills	470 or above on Verbal
PILOT COURSES				
RWS-1014 & RWS 1012 (Combo for Reading DS 103 & Writing EH 1013) Helena only	0 – 65 on Reading Skills and 0 – 37 on Writing Skills			
EH-1023-H5 & EH-113-H5 Helena only	Mandatory: 55 – 79 on Writing Skills and one of the following: Completion of DS 123 or Exemption from Reading			
MS-1123-H8 & MS-123-H8		ACT 16 or above or Grade of “B” or higher in MS 1023		

High School Concurrent Students Test Score Requirements

All high school students must score at least a 19 ACT (or equivalent) in Reading to enroll in general education/ACTS courses. The scores in Math and English represent what is also required for enrollment into College Algebra and Freshman English I.

TEST	MATH	ENGLISH	READING
ACT	19	19	19
COMPASS	41 (Algebra Test)	80	83
EXPLORE	15	14	14
PLAN	17	16	15
ASSET	39	45	43
PSAT	46	45	47
SAT	460	450	470

* Explore, Plan, and PSAT scores can only be used for current HS student placement

High School Students in Remedial Courses

High School students are not allowed to enroll in developmental courses unless they meet both of the following conditions:

- 1) Must be a high school senior
- 2) Must have an ACT score of 17 in Math/English or equivalent

TEST	MATH	ENGLISH	READING
ACT	17	17	17
COMPASS	26 (Algebra Test)	67	77
EXPLORE	14	13	
PLAN	15	14	
ASSET	34	44	41
PSAT	42	42	
SAT	420	420	

Special Registration Rules

1. Students enrolled in MS 1013 Fundamental Math, MS 1023 Elementary Algebra, or MS 1123 Intermediate Algebra must enroll in the co-requisite MS 000 Math Lab.
2. Students enrolled in EH 1013 Basic Writing I must enroll in the co-requisite EH 1011 Basic Writing I lab.

3. Students enrolled in EH 1023 Basic Writing II must enroll in the co-requisites EH 1021 Basic Writing II lab and SS 101 Student Success I.
4. Students enrolled in EH 113 Freshman English I must enroll in the co-requisite SS 111 Student Success II. Students enrolled in PN and ADN Allied Health programs that are registered for EH 113 must enroll in SS 110 instead of SS 111.

Registration Advisement Procedures

First-time College Student Advisement

Upon completion of the COMPASS Test, new students report to their advisor as determined by their major.

Resources Needed for Initial Advising Session:

- Placement scores (ACT, COMPASS, ASSET)
- Degree plan (from current catalog) or Degree Audit (EVAL, PRSP in Datatel Colleague)

Checklist for Advisement of First-time College Students (non-transfers)

1. Introduce yourself. Explain to the student that you will be his/her advisor throughout his/her stay at PCCUA, unless he changes his major.
2. Discuss the degree plan with the student. If the student is unsure about a major, discuss different options, and note courses that apply to several degree plans. That way, despite the student's indecision, he/she will not fall behind or waste time/money on classes that he/she may not use for graduation requirements.
3. Discuss the placement scores with the student. Inform him/her of any necessary developmental courses required, and why they are required. Encourage him/her that these courses will make sure that he/she does not attempt courses that he/she is not ready for, but will be prepared for in the near future.
4. Ask the student if he/she has taken any courses in high school for college credit. If so, a copy of the transcript should be available from the Registrar's Office, or credit may have already been posted to the student's PCCUA transcript, available at TRAN in Datatel Colleague.
5. Explain to the student the different services available to help him/her succeed (tutoring, Student Support Services, financial aid, scholarships, Veterans benefits, student activities, etc.).
6. Discuss class days/times with the student to complete a schedule. Ask the student about possible conflicts – family, work, etc.
7. Register the student for Orientation in the fall if he/she is enrolled in 6 or more hours. (Orientation schedule is on page 20)
8. Complete the registration process.

Transfer Student Advisement

Resources Needed:

- Copies of transcripts from all colleges/universities attended
- Placement scores (if necessary)
- Degree plan from current catalog or degree audit (EVAL, TRAN in Datatel Colleague)

Checklist for Advisement of Transfer Students

1. Introduce yourself. Explain to the student that you will be his/her advisor throughout his/her stay at PCCUA, unless he/she changes his major.
2. If transcripts have been evaluated by the Registrar's Office, check the student's PCCUA transcript (TRAN) for transfer credit. The credit should also appear on the degree audit (EVAL).
3. If the student has not completed math/English requirements, refer to the placement scores for any developmental courses needed. Inform him/her of why they are required. Encourage him/her that these courses will make sure that he/she does not attempt courses that he/she is not ready for, but will be prepared for in the near future.
4. Register the student for Orientation in the fall semester if he/she is enrolled in 6 or more hours. (Orientation schedule is on page 20)
5. Explain to the student the different services available to help him/her succeed (tutoring, Student Support Services, financial aid, scholarships, Veterans benefits, student activities, etc.).
6. Discuss class days/times with the student to complete a schedule. Ask the student about possible conflicts – family, work, etc.
7. Complete the registration process.
8. If the student is on track to graduate, complete an application for graduation. Register the student for the CAAP Test if applicable.

Returning Student Advisement

Returning students should make an appointment to see their advisor during pre-registration.

Resources needed:

- Current class schedule
- PCCUA transcript (TRAN in Datatel Colleague)
- Degree plan from current catalog or degree audit (EVAL)

Checklist for Advisement of Returning Students

1. Print the student's degree audit from Datatel Colleague (EVAL).
2. Review the remaining courses needed to complete the degree. If the student is considering changing majors, use the PRSP screen to run potential degree audits for different programs,

noting the amount of classes left. Remember that if the student changes his major, he/she may need to be assigned a new advisor.

3. Plan the next semester's class schedule. Ask the student about possible conflicts – family, work, etc.
4. Register the student for Orientation in the fall semester if he/she is enrolled in 6 or more hours. (Orientation schedule is on page 20)
5. Discuss future semester's courses needed. Remember that some courses are not offered every semester, so plan accordingly. Show the student that the degree is in reach, so that he/she can visualize his goal.
6. Remind the student of the different services available to help him/her succeed (tutoring, Student Support Services, financial aid, scholarships, Veterans benefits, student activities, etc.).
7. If the student is on track to graduate, complete an application for graduation. Register the student for the CAAP Test if applicable.

Online Courses

To enroll in any online course, the student must contact Bennie Fonzie **and** Scott Post by e-mail at bfonzie@pccua.edu and spost@pccua.edu. The e-mail should include name, social security number or student ID, and the course name and number. Either Bennie or Scott will reply to the student's email as soon as possible, but the student is not officially enrolled in the course until they receive the email. If the student does not receive an email within two (2) business days, please call Admissions at (870) 338-6474, ext. 1336. Helpful information:

1. Internet classes start later than traditional classes.
2. Updated class offerings are available at www.pccua.edu.
3. The student must have computer access to take an Internet/Online course.
4. The student must log on within the first week of class, or will be reported as a no-show.
5. The student is invited to attend a Blackboard orientation (available on each campus) at the beginning of the semester.

UA Online Course Login Directions:

1. Click on the link UA Online Courses <http://www.uaonline.uasys.edu/schedules.cfm>.
2. Choose the current semester and click submit.
3. The student should now see all of the UA AA Online courses being offered the current semester. Find the course and click on the button labeled LOGIN to the left of the student's course name. (If two sections of the course are being taught by the same instructor, then it doesn't matter which section the student logs into, but if the sections are taught by different instructors then he/she must log into the section instructor in which he/she is registered.)

4. Next, the student will be taken to the server where the course is located. The student must enter his/her username and password.
 - a. The student's username is his/her first initial last name and the last four digits of the student ID number. The student's username must be typed in all uppercase letters with no spaces. For example, MWAITES1234. Remember that the student ID number is different from the student's social security number.
 - b. The student's password is his/her complete date of birth (no dashes or spaces). For example if the birthday is January 18, 1989, then his/her password is 01181989. Remember to use 4 digits for the year.
5. Lastly, click ok or login.

The student should now see the course he/she is enrolled in. If he/she is enrolled in more than one UA AA Online course, the courses may or may not all be listed on the same server. If the student does not see all of his/her courses, then he/she must access the courses individually from the schedule page by following the directions above. To gain entry into the course, simply click on the name of the course. Problem with Blackboard? Contact Michelle Waites at mwaites@pccua.edu.

PC Net Course Login Directions:

1. Go to the PCCUA homepage at www.pccua.edu.
2. Click on the icon on the right side of the homepage labeled Blackboard. (Or at the top of the page labeled Online Classes).
3. The student must enter his/her username and password. (See above Step 4 for username/password information.)
4. Lastly, click ok.

The student should now see the course he/she is enrolled in. To gain entry into the course, simply click on the name of the course. Problem with Blackboard, contact Michelle Waites at mwaites@pccua.edu.

Online Class Orientation

Students taking an online class may attend a session to learn how to navigate the Blackboard system used to access their class at the following times:

DeWitt - Wednesday, January 14, 2015 at 5:30 p.m.	COMM-10-D22
Helena - Wednesday, January 14, 2015 at 5:30 p.m.	CS-130-H20
Stuttgart - Thursday, January 15, 2015 at 5:30 p.m.	COMM-10-S22

Transfer of Credit from Other Colleges/Universities

PCCUA accepts the transfer-in of college credits when the following conditions are satisfied:

1. The credits were earned at a regionally accredited postsecondary institution
2. The credits being transferred are applicable for satisfying a requirements in the PCCUA program of study being pursued by the student
3. The grade earned is a C or higher. PCCUA will transfer in one D letter grade as long as it is not in a course requiring a C to advance to a higher course in the sequence (example, Freshman English I).

For more information regarding transfer of credit, contact Admissions/Records.

Prior Learning Assessment

Only students officially enrolled at PCCUA may be awarded credit by prior learning assessment. The maximum number of credit hours a student can receive in this program is 15 semester credit hours toward a certificate, and 30 semester credit hours toward a degree. No letter grades will be assigned on the transcript.

One of more of the following methods can be used to measure and evaluate prior learning experiences: HESI Custom Exam, NLN exam, observation of demonstrated competencies, product evaluation – portfolio, oral interview, written exams (standard or departmental), and performance tests (standard or departmental).

For information on Prior Learning Assessment, contact the appropriate dean or department chair.

Military Training Credit

Military Training Credit is evaluated by the Office of Admissions and Records on the Helena campus. Students can submit transcripts and/or DD Form 214 for evaluation. The Assistant Registrar may also contact deans/department chairs for prior learning credit.

Transfer Transcript Evaluation

When an official transcript is received, it is reviewed and evaluated by Admissions/Records. If the student has registered for classes, any transfer credit accepted will be entered into the student's Datatel Colleague account.

If the student has not registered, advisors can check for transferability using an unofficial transcript by visiting the ACTS website at <http://acts.adhe.edu/studenttransfer.aspx>. For questions about courses not listed on ACTS, contact Admissions/Records.

Withdrawing from All Courses

A student that withdraws from the College in the course of the semester must do so officially at the Admissions Office in person or by written statement, before the deadline to withdraw with a "W." The student's I.D. card must be submitted at the time of withdrawal. Consultation with an advisor is

suggested. **Failing to withdraw before the “W” deadline will result in the recording of failing grades in the courses for which the student is registered.**

Dropping a Course (but not completely withdrawing from school)

1. Student visits with their assigned advisor to discuss the ramifications of dropping the course. If necessary, contact the Financial Aid Office for clarification.
2. After discussing, if the student still intends to drop the course, the assigned advisor will provide and fill out the drop form.
3. The student must get the instructor’s signature for each class dropped.
4. After advisor, instructor, and student have all signed the form, the student must submit the form to the Admissions Office. **Failure to submit the form to the Admissions Office before the “W” deadline will result in the recording of failing grades for the courses.**

Repeating Courses

Generally, any student may repeat a course to improve his/her grade point average. When the course is completed, the higher grade will be noted with an asterisk * and retained for credit hours and grade point calculations on the student’s transcript. Both grades will remain on the transcript. Parenthesis () will indicate credit hours not included in the student’s GPA. Students are advised to check with the Financial Aid office to determine if course repetition will be covered by federal or scholarship funds. Special requirement for students planning to apply to the ADN (Nursing) program:

- Applicants who repeat any required science course or any required math course more than one time within the past 5 years to remove a grade of “W,” “EW,” “D,” or “F” will NOT be considered for admission.

Auditing Courses

Students that wish to audit a course should declare their intentions when they enroll. Students may change from audit to credit (or vice-versa) with the instructor’s approval through the 11th class day of the fall or spring semester (6th class day for summer semesters). Those that audit courses receive a grade of AU.

Students must complete the Request to Audit form (with instructor’s signature) and submit the form to the Admissions Office before the dates listed above.

Orientation

Orientation is held in the fall semester, and is mandatory for all students (new and returning) enrolled in six or more hours. Students must pre-register through their advisor for orientation, which is held on the Wednesday and Thursday before the first week of classes. Students are only required to attend one day, either in the morning or evening. A make-up orientation session will be held on Friday during the first week of class. Students that do not attend any orientation session will be charged a \$67 fee.

Fall 2014 Orientation sessions

DeWitt

Freshmen – Wed., August 20 th	9 a.m. – 1:15 p.m.	OR-100-D1
	5:15 p.m. – 8 p.m.	OR-100-D20
Sophomores – Wed., Aug. 20 th	11:15 a.m. – 2 p.m.	OR-200-D1
	5:30 p.m. – 7:30 p.m.	OR-200-D20
Make-up Class – Fri., Aug. 29 th	9 a.m. – 12 p.m.	OR-400-D1

Helena – W. Helena

Wednesday, August 20 th	8 a.m. – 12:30 p.m.	OR-100-H1
	5 p.m. – 8 p.m.	OR-100-H20
Thursday, August 21 st	8 a.m. – 12 p.m.	OR-200-H1
	5 p.m. – 8 p.m.	OR-200-H20
Friday, August 29 th (make up class)	8 a.m. – 12 p.m.	OR-400-H1

Stuttgart

Freshmen - Wed., August 20 th	9 a.m. – 1:15 p.m.	OR-100-S1
	5:15 p.m. – 8 p.m.	OR-100-S20
Sophomores – Wed., Aug. 20 th	11:15 a.m. – 2 p.m.	OR-200-S1
	5:30 p.m. – 7:30 p.m.	OR-200-S20
Make-up Class – Fri., Aug. 29 th	9 a.m. – 12 p.m.	OR-400-S1

Academic Clemency

A student may be given academic clemency for up to 21 semester hours of unsuccessful academic work (D or F grades). The courses will remain on the transcript, but will not be used in calculating GPA. Clemency will cover ALL credits during the semesters for which it is granted. No credits earned during the semester for which clemency is granted will count toward graduation requirements. In order to seek academic clemency, the student must not have been enrolled at any higher education institution for three consecutive academic years and must make application in writing to the Vice Chancellor for Instruction. A student may be granted academic clemency only once.

Changing Majors

1. The student will visit his current advisor to discuss his decision to change academic and career goals. If the student would like to pursue another degree path, the student and advisor need to complete a Change of Major form. These forms are available in Admissions/Registration.
2. The advisor will consult the Advisor-Major Assignment List to determine the appropriate advisor for the student, and complete the Change of Major form.
3. Copies of the completed Change of Major form are sent to Admissions/Registration to be placed in the student's file, and to note the change of major in Datatel Colleague.

Incomplete Grades

At the end of any semester, an instructor may assign a grade of “I” if extenuating circumstances have prevented the student from completing all course requirements. An “I” grade is appropriate only in situations where the student has completed the vast majority of the course requirements based on professional judgment of the instructor. If a grade of “I” is assigned, the instructor and student will complete an Incomplete Contract form. The form will be filed with the Office of Admissions and Records.

When the remaining course requirements are completed, the instructor will complete a Grade Change form and submit it to Admissions/Records. If the work is not completed within sixty (60) days from the end of the semester or term, the grade of “I” will be changed to “F.”

CAAP Test

All Associate of Arts degree-seeking students must take the Arkansas Assessment of General Education/Collegiate Assessment of Academic Proficiency (CAAP) as part of graduation requirements. Students seeking an AA degree will not graduate until the CAAP Test has been completed. Students entering their final semester at PCCUA should register for the CAAP Test. The CAAP test is usually given in fall, spring, and summer.

Students must register for both the general exam and the essay.

2015 Spring CAAP Schedule

DeWitt

General Exam – Saturday, March 14	9 a.m. – noon	AAGE-200-S1
Essay	noon – 1 p.m.	AAGE-210-S1

Helena

General Exam – Sunday, March 15	3 p.m. – 6 p.m.	AAGE-200-H1
Essay	6 p.m. – 7 p.m.	AAGE-210-H30

Graduation Requirements/Application

Students graduate in December and May. An annual graduation ceremony is held in May in Phillips and Arkansas Counties.

When a student is scheduled to graduate, the advisor and student must fill out a Graduation Application (available online). A degree audit must be attached to the application, and sent to the Vice Chancellor for Instruction's office. The deadline to submit an application to graduate in December 2014 is November 14. The deadline to submit an application to graduate in May 2015 is March 13.

*Be sure to write in any substitutions on the degree audit, and make sure the degree audit you use matches the catalog year for the student.

*Students can only receive one Associate of Arts degree from PCCUA.

Associate's Degree – At least thirty (30) credit hours or the last fifteen (15) hours must be earned from PCCUA

Technical Certificate – At least half the credit hours must be earned at PCCUA

Student Activities & Organizations

ARKANSAS LICENSED PRACTICAL NURSES ASSOCIATION (ALPNA) is for nursing students. This organization sponsors blood drives, blood pressure checks, and booths at the Nurses Association Convention. For more information, contact Jeanne McCullars on the DeWitt campus (ext. 1612).

ART CLUB (Artists Anonymous-Helena-West Helena Campus) is open to students interested in all phases of art to include drawing, painting, sculpture, digital media, and photography. The club meets every first Monday of the month during the academic year. Contact Vicki Cobb (ext. 1121).

BAPTIST COLLEGIATE MINISTRY (Helena-West Helena Campus) is a group of students who meet weekly in Bonner Student Center for their religious growth. Contact TBA.

BOOK CLUB (Helena-West Helena & DeWitt Campus) is a book club for students, faculty and staff who join together for the enjoyment of reading books. Helena-West Helena Campus contact is LeRoy Cook (ext.1124). DeWitt Campus contacts are Scarlet Lamb (ext. 1620) and Theresa Dupuy (ext. 1613).

INTRAMURAL ACTIVITIES (Helena-West Helena Campus) provide an opportunity for students to participate in supervised, competitive activities between groups. Events included are: flag football, basketball, volleyball, badminton, table tennis, tennis, and Frisbee golf. We participate in extra-mural (against teams not from PCCUA) basketball and flag football. Contact Carolyn Willingham (ext. 1319).

MEN ENROLLING TOWARD ADVANCEMENT (META) (Helena-West Helena Campus) is a peer support group for minority males on the Helena-West Helena campus. The group meets weekly during the fall and spring semesters. META members develop leadership skills, participate in fundraisers and service learning opportunities, and sponsor student activities on campus. Contact is Cory Major (ext. 1021).

PHI THETA KAPPA recognizes and encourages scholarship, as well as provides opportunities for leadership, fellowship, and service. To be eligible for membership, a student must have earned a 3.5 GPA on 12 hours or more of course work leading to an associate degree. Campus contacts: Dr. Tarsha Smith (ext. 1137) and Debbie Hardy (ext. 1242)- Helena-West Helena Campus; Martha Brothers (ext. 1834)/Cindy Grove (ext. 1885)-Stuttgart Campus; Tracie Karkur (ext. 1615), and Theresa Dupuy (ext. 1613)- DeWitt Campus.

NATIONAL STUDENT NURSES ASSOCIATION (NSNA) provides leadership opportunities for members. The student is strongly encouraged to be an active member of this organization and to participate in other school activities.

PCCUA YOUNG DEMOCRATS (Helena-West Helena Campus) is open to students who identify themselves as Democrats and are under the age of 35. The organization works to promote the issues, values, positions, and candidates of the Democratic Party. For more information, contact instructor Andrew Bagley at nbagley@pccua.edu.

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

STUDENT AMBASSADORS (DeWitt & Stuttgart Campuses) are selected to represent the College at various activities at the campus and in the community. In DeWitt, contact Scarlett Lamb and Matthew Forrester. In Stuttgart, contact Michelle Blasengame.

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

Student Resources

*Student Support Services (SSS)

The goal of the SSS program is to raise the academic progress and performance levels of low income, disabled, and first-generation college students. Specifically, this program seeks to increase the rates at which SSS participants are retained and successfully complete their educational programs. In addition, the program focuses on increasing transfer rates of SSS graduates to four-year institutions. Services that are provided to participants through the SSS program include:

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

These services are provided free of charge to SSS participants.

Applications may be obtained in Room C302/Arts & Sciences building - Helena-West Helena campus, Room C103 - DeWitt campus, and Room B123 - Stuttgart campus. All applicants meeting the basic criteria will be interviewed by a staff member to determine interest and need for the program. If accepted into the SSS program, the student will be expected to participate in program activities, meet with the SSS staff regularly, and attend scheduled tutoring sessions. Contact Scarlet Laster in DeWitt-ext. 1620, Addie Chandler in Helena-West Helena-ext. 1278, and Sonya Allen in Stuttgart-ext. 1828.

If accepted into the Student Support Services program, the student will be expected to participate in program activities, meet with the SSS staff regularly, and attend scheduled tutoring sessions.

*Arkansas Career Pathways

Provides support services and direct assistance to parents who want to increase their education and employability. It was developed through the efforts of Southern Good Faith Fund, Arkansas Association of Two-Year Colleges, Arkansas Department of Workforce Services, Arkansas Department of Workforce Education, Arkansas Department of Higher Education, and funded through the Arkansas Transitional Employment Board. It provides advising to assist with career and educational decisions, assistance finding jobs while in school and careers upon graduation, extra instruction, tutoring, employment skills, access to computer labs for doing homework and improving computer skills. To be eligible parents must meet certain income requirements and have at least one child under the age of 21 who is living at home. (DeWitt-N101; Helena-West Helena-TI 120; Stuttgart-B101)

*Veterans Affairs

PCCUA maintains an office of Veterans Affairs for assisting veterans and eligible veterans' dependents in the pursuit of educational programs at the institution. Students needing assistance in applying for educational benefits and payments should contact the Registrar's Office in Helena-West Helena.

*Tutoring

Each campus has a computer lab for studying, tutoring, testing and other Student Support Services resources and activities. The Individual Academic Enhancement (IAE) Center on the DeWitt Campus is located in Room A110. The Academic Skills Department on the Helena-West Helena Campus is located in Room C110 of the Arts and Sciences building. The Learning Lab on the Stuttgart Campus is located in Room B105. Student support staff is available in each lab for assistance, and lab hours are posted on each campus.

*STAR Center (Helena campus)

Students Taking Action with Resources, located in C202, offers a welcoming environment which provides individual and small group tutoring with emphasis in the developmental areas where so many of our students struggle. Those students using the center's computer lab have the opportunity to work on papers and class assignments while taking advantage of additional support from the tutor and/or center coordinator. Students also benefit from individual career counseling and career planning software.

*Disability Services

PCCUA accommodates students with disabilities as required by the American Disabilities Act (ADA) of 1990 and the Rehabilitation Act Section 504 (173). A Disability Coordinator is available on each campus to assist students in obtaining reasonable accommodations for self-disclosed disabilities in order to allow students with disabilities participation in all college programs and services.

Disability Coordinators are: George White-Helena-West Helena, ext. 1135; Phyllis Fullerton-DeWitt, ext. 1610; and Terry Simpson-Stuttgart, ext. 1809.

All students enrolled in the College with medically documented disabilities will be provided with appropriate and reasonable accommodations when needed. The services are available on each campus and include, but are not limited to, the following: facilitating physical accessibility on campus; reasonable modification of academic degree or course in certain instances; alternate methods of testing and evaluation; assistance through the use of auxiliary aids and services.

MAJOR	HELENA-W. Helena ADVISORS 338-6474	DEWITT ADVISORS 946-3506	STUTTGART ADVISORS 673-4201
Adv. Manufacturing	Vicki Cobb, ext. 1122	Phyllis Fullerton, ext. 1610	Cindy Grove, ext. 1885
Associate Degree Nursing	Amy Hudson, ext. 1371 Shelby Gentry, ext. 1384	Helena & Stuttgart campus only	Amy Hudson, ext. 1371 Shelby Gentry, ext. 1384 Helena
Basic Skills, Adult Ed.	Cyrus Vance, ext. 1304	Kena Keaton-Henderson, ext. 1634	Kena Keaton-Henderson, ext. 1634
Behavioral Health Tech.	Cathy McKinney, ext. 1395 Leroy Cook, ext. 1124	Phyllis Fullerton, ext. 1610	Terry Simpson, ext. 1809
Biology, Chem, Engineering, Math, Physics, Pre-Med	Scott Post, ext. 1235	Phyllis Fullerton, ext. 1610	Terry Simpson, ext. 1809
Business Administration	Linda Killion, ext. 1368	Phyllis Fullerton, ext. 1610	Terry Simpson, ext. 1809
Bus Management	Monica Quattlebaum, ext. 1331	Tracie Karkur, ext. 1615	Martha Brothers, ext. 1834
Cosmetology, Manicuring	Connie Johnston, ext. 1215	Helena Campus Only	Helena Campus only
Drama, English, Music, Speech	Robin Bryant, ext. 1370	Phyllis Fullerton, ext. 1610	Terry Simpson, ext. 1809
Early Childhood Ed.	Yvette Robertson, ext. 1307	Joyce Hargrove, ext. 1840	Joyce Hargrove, ext. 1840
Education	Robin Bryant, ext. 1370	Phyllis Fullerton, ext. 1610	Terry Simpson, ext. 1809
Emergency Medical Tech.	Amy Hudson, ext. 1371	Phyllis Fullerton, ext. 1610	Terry Simpson, ext. 1809
General Ed.	George White, ext. 1135 Leroy Cook, ext. 1124 Robin Bryant, ext. 1371	Phyllis Fullerton, ext. 1610	Terry Simpson, ext. 1809
Graphic Comm., HVAC	Vicki Cobb, ext. 1122	Cindy Grove, ext. 1885 (contact Cindy in Stuttgart)	Cindy Grove, ext. 1885
Health Sciences	Amy Hudson, ext. 1371	Amy Hudson, ext. 1371-Helena	Amy Hudson, ext. 1371-Helena
High School Relations	Florida Burnside, ext. 1363	Diana Graves, ext. 1608	Michelle Blasengame, ext. 1816
Horticulture Operations	DeWitt & Stuttgart Campus Only	Phyllis Fullerton, ext. 1610	Cindy Grove, ext. 1885
Information Systems Tech.	Monica Quattlebaum, ext. 1331	Tracie Karkur, ext. 1615	Cindy Grove, ext. 1885
Medical Coding	Kayla Holland, ext. 1397	Tracie Karkur, ext. 1615	Martha Brothers, ext. 1834
Medical Laboratory Tech./Phlebotomy	Claude Rector, ext. 1079	Helena Campus Only	Helena Campus Only
Nursing Assistant	Amy Hudson, ext. 1371	Jeanne McCullars, ext. 1612	Terry Simpson, ext. 1809
Office Tech-Admin Support/ Medical Office	Kayla Holland, ext. 1397	Tracie Karkur, ext. 1615	Martha Brothers, ext. 1834
Physical Ed.	Robin Bryant, ext. 1370	Phyllis Fullerton, ext. 1610	Terry Simpson, ext. 1809
Practical Nursing	Amy Hudson, ext. 1371	Jeanne McCullars, ext. 1615	Helena & DeWitt Campus Only
Pre-Law, Social Science	Cathy McKinney, ext. 1395	Phyllis Fullerton, ext. 1610	Terry Simpson, ext. 1809
Pre-Nursing (ADN & PN)	LeRoy Cook, ext. 1124 George White, ext. 1135	Phyllis Fullerton, ext. 1610	Terry Simpson, ext. 1809
Welding	Vicki Cobb, ext. 1122	Phyllis Fullerton, ext. 1610	Cindy Grove, ext. 1885
Undecided	LeRoy Cook, ext. 1124	Phyllis Fullerton, ext. 1610	Terry Simpson, ext. 1809

2014-15 ACADEMIC CALENDAR

Fall Semester 2014

August 18 (M)..... Faculty reporting day-awards breakfast (offices closed)
August 19 (T)..... Registration (8:00 am - 7:00 pm)
August 20 (W)..... Orientation for all new/returning students
August 21 (TH)..... Orientation for all new/returning students
August 25 (M)..... Day & evening classes begin
September 1 (M)..... Labor Day Holiday (no classes, offices closed)
September 2 (T)..... Last day for 100% refund
September 8 (M)..... Last day to complete application file-current semester
October 15 (W)..... Mid-term advisory grades due (4:00 pm)
October 17 (F)..... Faculty/Staff in-service (no day classes; evening and week-end classes meet). Offices closed
October 30 (TH)..... Last day to drop and receive a "W"
November 3 (M)..... Spring registration begins
November 26 (W)..... Faculty/students do not report (no classes, offices open)
November 27-28 (TH & F)..... Thanksgiving Holiday (no classes, offices closed)
December 1 (M)..... Offices open, classes resume (8:00 am)
December 2 (T)..... Last day to receive an "EW"
December 4 (TH)..... Last class day
December 5 (F)..... Study day (Faculty available in their offices from 8:30 am to noon)
December 8, 9, 10, 11 (M-TH)..... Day, evening, and night exams begin Monday, Dec.8
December 15 (M)..... Final grades due (12:00 noon)
December 16 (T)..... December graduation (No Commencement)
December 19 (F)..... Offices closed at 4:30 pm

Spring Semester 2015

January 5 (M)..... Offices open
January 7 (W)..... Faculty report (8:00 am); Faculty/Staff In-service
January 8 (TH)..... Registration (8:00 am - 7:00 pm)
January 12 (M)..... Day & evening classes begin
January 19 (M)..... Martin Luther King holiday (no classes, offices closed)
January 20 (T)..... Last day for 100% refund
January 26 (M)..... Last day to complete application file-current semester
February 20 (F)..... Faculty/Staff in-service (no day classes; ext.
day/evening classes meet)

March 12 (TH) Mid-term advisory grades due (4:00 pm)
 March 20 (F).....Spring break begins at 4:30 pm (no classes, offices open)
 March 27 (F).....Spring break Friday (no classes, offices closed)
 March 30 (M)..... Classes resume (8:00 am)
 April 2 (TH).....Last day to drop and receive a “W”
 April 6 (M)..... Summer & fall registration begins
 April 28 (T)..... Last day to receive an “EW”
 April 30 (TH).....Last class day
 May 1 (F)..... Study day (faculty office hours 8:30 am to noon)
 May 4, 5, 6, 7 (M-TH)..... Day and evening exams begin Monday, May 4
 May 11 (M).....Final grades due (12:00 noon)
 May 14 (TH)Graduation Arkansas Co.-Grand Prairie Ctr (7:00 pm)
 May 15 (F)..... Graduation Phillips Co.-Fine Arts Ctr. (7:00 pm)
 May 25 (M).....Memorial Day Holiday (offices closed)

Summer 2015

Summer I

June 1 (M)..... Summer I begins
 June 2 (T).....Last day for 100% refund
 June 18 (TH)..... Last day to drop and receive a “W”
 June 25 (TH) Last day to receive an “EW”
 July 1 (W)..... Summer I ends (Final grades due 4:30 pm)

Summer II

July 6 (M)..... Summer II begins
 July 7 (T)..... Last day for 100% refund
 July 23 (TH)..... Last day to drop and receive a “W”
 July 30 (TH)..... Last day to receive an “EW”
 August 6 (TH)..... Summer II ends (Final grades due by 4:30 pm)

Summer I Extended

June 1 (M)..... Summer I Extended begins
 June 2 (T)..... Last day for 100% refund
 July 1 (W)..... Last day to drop and receive a “W”
 July 9 (TH)..... Last day to receive an “EW”
 July 16 (TH) Summer I Ext. (Final grades due by 4:30 pm)

Important Dates for Online Courses

Spring 2015

January 11 (Su)..... Last day to register

January 14 (W).....Classes begin

January 22 (Th)..... Last day for 100% refund & Notify registrar of non-attendance

March 9 - 11..... Proctored midterms; proctored finals for fast track 1

March 10 (Tu)..... Last day to register for fast track 2

March 12 (Th)..... Fast track 2 begins

March 12 (Th)..... Submit midterm grades; submit final grades for fast track 1 (by 11 a.m.)

March 17 (Tu)..... Last day for 100% refund for fast track 2 & Notify registrar of non-attendance

April 6 (M)..... Last day to drop and receive a "W"

April 27 - 30..... Proctored final exams

May 1 (F)..... Grades due

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