### 2012-2013 ACADEMIC CALENDAR

#### Fall Semester 2012
- **August 6-7 (M-T)**: Student Orientation (For Students Admitted to the ADN and PN Programs)
- **August 13 (M)**: Day and evening nursing classes begin as specified on each respective course calendar
- **August 14 (T)**: Reporting day for Faculty Awards Breakfast (Offices Closed)
- **August 15 (W)**: Day and evening nursing classes begin as specified on each respective course calendar
- **August 16 (TH)**: Student Orientation at 9:00 am and evening orientation at 5:00 pm
- **August 20 (M)**: Day and evening classes begin*
- **August 27 (M)**: Last day for 100% refund
- **September 3 (M)**: Labor Day holiday (No Classes, Offices Closed)
- **September 6 (TH)**: Last day to complete application file for current semester
- **October 9 (T)**: Mid-term advisory grades due (4:00 pm)
- **October 12 (F)**: Faculty/Staff In-Service (No day classes but week-end classes meet) (Offices Closed)
- **October 25 (TH)**: Last day to drop and receive a "W"
- **November 5 (M)**: Spring registration begins
- **November 21 (WF)**: Faculty and students do not report (No Classes, Offices Open)
- **November 22-23 (Th & F)**: Thanksgiving holiday (No Classes, Offices Closed)
- **November 26 (M)**: Offices open, classes resume (8:00 am)
- **November 29 (TH)**: Last day to receive an "EW"
- **November 30 (F)**: Study Day (Faculty will be available in their offices from 8:30 am to noon)
- **December 5 (W)**: Last Fall Class Day
- **December 6, 10, 11, 12 (Th-W)**: Day, evening, and night exams begin Thursday, Dec. 6.
- **December 13 (TH)**: Final grades due (12:00 noon)
- **December 14 (F)**: December Graduation (No Commencement)
- **December 20 (TH)**: Offices closed from 4:30 pm until 8:00 am on Thursday, 1/3/13

#### Spring Semester 2013
- **January 3 (TH)**: Offices open
- **January 7 (M)**: Reporting day for Faculty (8:00 am); Faculty/Staff In-Service
- **January 8 (T)**: Registration (8:00 am - 7:00 pm)
- **January 9 (W)**: Day & evening classes begin*
- **January 16 (W)**: Last day for 100% refund
- **January 21 (M)**: Martin Luther King holiday (No Classes, Offices Closed)
- **January 28 (M)**: Last day to complete application file for current semester
- **February 22 (F)**: Faculty/Staff In-Service (No day classes but extended day and evening classes meet)
- **March 7 (TH)**: Mid-term advisory grades due (4:00 pm)
- **March 15 (F)**: Spring Break begins at 4:30 pm (No Classes, Offices Open)
- **March 22 (F)**: Spring Break Friday (No Classes, Offices Closed)
- **March 25 (M)**: Classes resume (8:00 am)
- **March 28 (TH)**: Last day to drop and receive a "W"
- **April 1 (M)**: Summer & Fall registration begins
- **April 25 (TH)**: Last day to receive an "EW"
- **May 2 (TH)**: Study Day (Faculty will be available in their offices from 8:30 AM to noon)
- **May 6, 7, 8, 9, 13 (M-M)**: Day exams begin Monday, May 6. Exams for extended day & evening classes begin on Tuesday, May 7. Only the Monday evening exam will be given May 13.
- **May 14 (T)**: Final grades due (12:00 noon)
- **May 16 (TH)**: Graduation Arkansas County at Grand Prairie Center (7:30)
- **May 17 (F)**: Graduation Phillips Cty at PCCUA Fine Arts Ctr. Lily Peter Auditorium (7:30 pm)
- **May 27 (M)**: Memorial Day holiday (Offices Closed)

#### Summer Terms 2013
- **June 3 (M)**: Summer I begins
- **June 4 (T)**: Last day for 100% refund
- **June 20 (TH)**: Last day to drop and receive a "W"
- **June 27 (TH)**: Last day to receive an "EW"
- **July 3 (W)**: Summer I ends (Final grades due 4:30 p.m.)
- **Summer I Extended**: Summer I Extended begins
- **June 3 (M)**: Summer I Extended begins
- **June 4 (T)**: Last day for 100% refund
- **July 3 (W)**: Last day to drop and receive a "W"
- **July 11 (TH)**: Last day to receive an "EW"
- **July 18 (TH)**: Summer I Extended ends (Final grades due by 4:30 p.m.)

- **Summer II**: Summer II begins
- **July 8 (M)**: Summer II begins
- **July 9 (T)**: Last day for 100% refund
- **July 25 (TH)**: Last day to drop and receive a "W"
- **Aug. 1 (TH)**: Last day to receive an "EW"
- **Aug. 8 (TH)**: Summer II ends (Final grades due by 4:30 p.m.)

*Students must register prior to the second class meeting of any course to be admitted to that course. Once the second class has begun, a student may not register for that class.
A student may be given academic clemency for up to 21 semester hours of unsuccessful academic work (D, F, or EW grades) within one semester. The instructor. If no grade is designated, failure by the student to complete the work will result in an "F" after 60 days.

An instructor may issue an "Incomplete" or "I" to a student who has not finished their course work. An "I" contract must be obtained and signed by the instructor. At the end of the semester the student will receive final grades based upon the following system:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
<tr>
<td>EW</td>
<td>Withdrawn by faculty due to excessive absence</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete work to be made up within sixty days following close of current semester.</td>
</tr>
</tbody>
</table>

### Core Competencies

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

### Technology Utilization

- Use tools of the trade to achieve a specific outcome.

### ARKANSAS COURSE TRANSFER SYSTEM (ACTS)

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

### MAJOR

<table>
<thead>
<tr>
<th>MAJOR</th>
<th>HELLENA ADVISORS</th>
<th>DEWITT ADVISORS</th>
<th>STUTTGART ADVISORS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Manufacturing</td>
<td>Vicki Cobb</td>
<td>Phyllis Fuhrton</td>
<td>Cindy Grove</td>
</tr>
<tr>
<td>Agriculture, Food &amp;</td>
<td>338-6474, ext. 1121</td>
<td>946-3506, ext. 1610</td>
<td>673-4201, ext. 1885</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Basic Skills, Adult</td>
<td>Cynia Vance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Education</td>
<td>338-6474, ext. 1304</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Behavioral Health</td>
<td>Cathy McKinney</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technology</td>
<td>338-6474, ext. 1395</td>
<td>946-3506, ext. 1124</td>
<td></td>
</tr>
<tr>
<td>Biology, Chemistry,</td>
<td>Lynn Boone</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engineering, Mathematics,</td>
<td>338-6474, ext. 1235</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physics, Pre-Med</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Administration</td>
<td>Linda Killion</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>338-6474, ext. 1368</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Management, Info</td>
<td>Carolyn Alexander</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Systems Tech</td>
<td>338-6474, ext. 1126</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cosmetology, Manicuring</td>
<td>Connie Johnston</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>338-6474, ext. 1215</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drama, English, Music,</td>
<td>Robin Bryant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Speech</td>
<td>338-6474, ext. 1370</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td>Yvette Robertson</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>338-6474, ext. 1307</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Education</td>
<td>Robin Bryant</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>338-6474, ext. 1370</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency Medical Technician</td>
<td>Amy Hudson</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>338-6474, ext. 1371</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Education</td>
<td>Robin Bryant/George White</td>
<td>946-3506, ext. 1135</td>
<td></td>
</tr>
<tr>
<td></td>
<td>338-6474, ext. 1370</td>
<td>946-3506, ext. 1135</td>
<td></td>
</tr>
<tr>
<td>Health Sciences</td>
<td>Vicki Cobb</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>338-6474, ext. 1121</td>
<td></td>
<td></td>
</tr>
<tr>
<td>High School Relations</td>
<td>Julie Georges</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>338-6474, ext. 1053</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Horticulture Operations</td>
<td></td>
<td>Phyllis Fuhrton/Theresa Dupuy</td>
<td>946-3506, ext. 1610</td>
</tr>
<tr>
<td></td>
<td>Deloitte &amp; StuittCampus Only</td>
<td>946-3506, ext. 1610</td>
<td></td>
</tr>
<tr>
<td>Industrial Technology</td>
<td>Amy Hudson</td>
<td>Phyllis Fuhrton/Theresa Dupuy</td>
<td>946-3506, ext. 1610</td>
</tr>
<tr>
<td></td>
<td>338-6474, ext. 1121</td>
<td>Phyllis Fuhrton/Theresa Dupuy</td>
<td>946-3506, ext. 1610</td>
</tr>
<tr>
<td>Information Systems</td>
<td>Carolyn Alexander</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technology</td>
<td>338-6474, ext. 1228</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical Coding</td>
<td>Carolyn Harper</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>338-6474, ext. 1128</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical Laboratory</td>
<td>Claude Rector</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technology/Phlebotomy</td>
<td>338-6474, ext. 1079</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Associate Degree Nursing</td>
<td></td>
<td>Phyllis Fuhrton/Emily Gentry</td>
<td>946-3506, ext. 1105</td>
</tr>
<tr>
<td>Nursing</td>
<td>Amy Hudson/Sherly Gentry</td>
<td>338-6474, ext. 1105</td>
<td></td>
</tr>
<tr>
<td>Assistant</td>
<td>338-6474, ext. 1371</td>
<td>946-3506, ext. 1105</td>
<td></td>
</tr>
<tr>
<td>Office Tech Admin Support/</td>
<td>Carolyn Harper</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical Office</td>
<td>338-6474, ext. 1128</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical Education</td>
<td>Robin Bryant</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>338-6474, ext. 1370</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Practical Nursing</td>
<td>Amy Hudson</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>338-6474, ext. 1371</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pre-Law, Social Science</td>
<td>Cathy McKinney</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>338-6474, ext. 1395</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pre-Nursing (ADN &amp; PN)</td>
<td>LeRoy Cook/George White</td>
<td>338-6474, ext. 1124</td>
<td></td>
</tr>
<tr>
<td>Welding</td>
<td>Vicki Cobb</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>338-6474, ext. 1121</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Undecided</td>
<td>LeRoy Cook</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>338-6474, ext. 1124</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Values

Phillips Community College respects the diversity 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.

**Diversity** - We respect inherent worth and dignity of every person.

### AcadeMICS

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

### Core Competencies

**PCCUA graduates demonstrate competency in the following areas:**

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

### Technology Utilization

- Use tools of the trade to achieve a specific outcome.

### ARKANSAS COURSE TRANSFER SYSTEM (ACTS)

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

### Grading System

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
<tr>
<td>EW</td>
<td>Withdrawn by faculty due to excessive absence</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete work to be made up within sixty days following close of current semester.</td>
</tr>
</tbody>
</table>

**Incomplete Contract**

An instructor may issue an "Incomplete" or "I" to a student who has not finished their course work. An "I" contract must be obtained and signed by the instructor and attached to the final grade sheet. If the student does not finish coursework by the completion date, the grade will be as assigned by the instructor. If no grade is designated, failure by the student to complete the work will result in an "F" after 60 days.

### Academic Clemency

A student may be given academic clemency for up to 21 semester hours of unsuccessful academic work (D, F, or EW grades) within one semester. The course for which the student is given academic clemency will remain on the transcript, but grades received in those courses will not be used to calculate the student’s cumulative grade point average (GPA). Clemency will cover all credits earned during the semesters for which it is granted. No credits earned during the semester for which clemency is granted will count toward graduation requirements. A student may be granted academic clemency only once.
**STUDENT COMPRESSED VIDEO (CV) GUIDELINES**

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

- **Microphones** are in place for student use and must be used in order to ask questions, make comments, etc. Please remember that in a CV class there is a delay (1-2 second) audio delay, so please speak clearly when asking a question or commenting and wait approximately 3 seconds for a response.
- **All assignments, projects, homework etc.,** are due at the beginning of your class unless otherwise stated by your instructor. A CV technician will take up your materials and deliver them to your instructor if you are turning in a late assignment then it is your responsibility to get that assignment to the instructor.
- **Check your syllabus for information about late penalties.**
- **All handouts and class materials** will be made available to the students at the beginning of class. If you are not present to receive the materials then it is your responsibility to contact the CV technician to pick up the materials. After one week, the materials will not be available from the CV technicians so the student must contact the instructor for the materials.
- **If you are going to miss a scheduled exam then it is your responsibility to contact the instructor of the course. You may also call the CV technician, but it is not the responsibility of the CV technician to contact your instructor for you.** If your instructor allows you to make up a missed exam then you must make up the exam before the next class meeting at a time that is convenient for the CV technician.
- **Cheating** in any form (including using unauthorized materials, information, or study aids in any academic exercise; plagiarism; falsification of records; unauthorized possession of examinations; any and all other actions that may improperly affect the evaluation of a student's academic performance or achievement; and assisting others in any such act) is forbidden. An instructor who has proof that a student is guilty of cheating may take appropriate action up to and including assigning the student a grade of "F" for the course and suspending the student from class. A description of the incident and the action taken will be reported through the dean to the Vice Chancellor for Student Services and placed in the student file in the Office of Admissions and Records. The student may appeal either the finding of cheating or the penalty, or both, as described in Administrative Procedure No. 404.06, Academic Appeal Procedure found on the website.

**CONTACT INSTRUCTORS** (Absences, Grade Changes, Class Information, Course Syllabus, Tests)

Many instructors have websites, and all have college extension numbers where they can be reached. Contact the front desk on the DeWitt and Stuttgart campuses for instructor office numbers and phone extensions. On the Helena-West Helena campus call the switchboard operator (dial 0) or contact the Advisement Center in the Student Services building. According to guidelines in the syllabus, students may appeal the grade or other matters of an academic nature should be presented to the student's instructor (this could include disciplinary action which resulted in a lower grade). If the appeal is referred to the Registrar's Office. A permanent copy of the appeal will be filed in the Registrar's Office. All of the above items will be referred to as collectively as "electronic communications" in this document.

**Step 4:** The appeal process may ask the student to present the case to thesteamor the faculty member. The student may be represented by an advisor or a written statement. The appeal will be held by the Student Relations Committee. The student may question or confront the witness (es). The College employee making the charge may also question the student.

**Step 3:** The appeal process may be appealed to the student's instructor or the Academic Dean. The student may be represented by an advisor or a written statement. The appeal will be held by the Academic Dean. The student may present the case and question any witnesses. The faculty member making the charge may also question the student.
Activity and Service Organizations (cont.)

Students are encouraged to become involved with the Vice Chancellor for Student Services.

Arkansas Licensed Practical Nurses Association (ALPNA)

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).

Creative Minds

Creative Minds is a student online arts magazine for students to submit artistic works in literature, photography, and art. Contact instructor Rosary Fazenda-Jones (ext 1631/1626) for more information.

Intramural Activities (Health-West Helena Campus)

Intramural Activities offer an opportunity for students to participate in supervised, competitive activities between groups. Events included are: flag football, basketball, volleyball, pickleball, badminton, table tennis, frisbee, and tennis. We participate in extra-mural (against teams not from PCCUA) basketball and flag football. Contact Carolyn Willingham (ext 1319).

PathFinders (DeWitt Campus) is a student group activity that meets monthly for religious growth. Contact Scarlet Laster on the DeWitt campus (ext 1620) for more information.

Phi Theta Kappa recognizes and encourages scholarship, as well as providing opportunities for leadership, fellowship, and service. To be eligible for membership, a student must have completed 12 hours of coursework leading to an associate degree. Contact: Dr. Taneha Smith (1137) and Debbie Hardy (1242) - Helena-West Helena Campus; Naomi Bonchet (1883)/Cindy Grove (1885)-Stuttgart Campus; Tracie Karkot (1615) and Shanna Dupuy (1613)-DeWitt Campus

Readers Club (Helena-West Helena Campus) is a book club for students, faculty and staff who join together for the enjoyment of reading books. Campus contact is LeRoy Cook (ext 1124).

National Student Nurses Association (NSNA)

The National Student Nurses Association provides leadership opportunities for members. The chapter is an active member of this organization and participate in or organize other student activities.

Student Life and Officers are considered a vital part of campus life. They are conducted under the supervision of the Vice Chancellor for Student Services.

GRADUATING STUDENTS

GRADUATION

An Associate Degree or Technical Certificate will be awarded to students who satisfy the following requirements:

1. Complete a minimum of sixty-four (64) semester hours of approved credit toward the desired degree or advanced certificate of proficiency; complete a minimum of thirty-two (32) semester hours of approved credit toward the desired technical certificate.

2. Associate of Arts degree candidates will also be required to participate in the general education outcomes assessment prior to graduation. At least thirty (30) credit hours or the last fifteen (15) hours toward an AAS degree must be earned from PCCUA. At least half of the credit hours toward an AAS Degree Certificate must be earned from PCCUA.

3. All AAD degree students who have accumulated 45 college-level credit hours must take the Arkansas Assessment of General Education/Collegiate Assessment of Proficiency (CAAP) before registering for a subsequent semester. Failure to complete this testing requirement will interrupt graduation plans at PCCUA and prevent transfer to four-year colleges and universities in Arkansas.

4. Earn a grade point average of 2.0 or above on all college-level work completed.

(Exceptons are Nursing and Medical Laboratory Technology.)

5. File an application for graduation with the Office of Records and Registration.

6. Fulfill financial obligations to the college.

PCCUA Student Success policy can be located at pccua.edu under the Student Menu.

DISCIPLINE DISCIPLINE OFFENSES

An objective of PCCUA is to provide an opportunity for education to all of its students. It is important to define standards of conduct enabling students to work with faculty and staff in a positive manner. The student is responsible for compliance with regulations and policies that are in place.

Please note the following policies below and throughout this section of the handbook. See the PCCUA Web under student menu/Discipline Policy at http://www.pccua.edu/student.htm.

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

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

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

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

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

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

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

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

• A student may not possess, use, sell, or distribute weapons on college controlled property or at any college sponsored activity, supervised function.

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

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

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

• A student may not eat or drink in any demonstate manner that is manifestly unreasonable in terms of time, place or manner, that incites an riot or destruction of property, or that violates the law or college regulations.

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

• A student may not display lewd or lascivious behavior, indecent exposure or perversion.

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

DISSERTATION

DISSERTATION

Plagiarism

Offering the work of another as one's own without proper acknowledgment is plagiarism. Therefore, any student who fails to give appropriate credit for ideas of others or materials that he/she takes from another, whether fellow students or published material constitutes plagiarism. This includes downloading or buying papers from the Internet and cutting and pasting from the Internet without proper acknowledgment.

Cheating

• Copying from another student's paper.

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

• Possession during a test of materials that are not authorized by the person giving the test, such as class notes or specifically designed “crib notes” or any other device or technology that would aid in cheating.

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

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

• Failing to report another person committing any form of a violation of the student code of conduct.

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

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

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

- Publishing and browsing on the Internet
- Electronic Mail (Email)
- Electronic bulletin boards (BlackboardCE)

and procedures that are consistent with such laws. Successful completion of an appropriate rehabilitation program may be grounds for readmission.

The college will implement all requirements of the Drug-Free Schools and Campuses Regulations with respect to the use of illicit drugs and the abuse of alcohol. The Vice Chancellor for Student Services shall provide confidential advice in the community offering rehabilitation therapy and counseling for students suffering from drug or alcohol abuse.

SEXUAL HARASSMENT

Some forms of sexual harassment are blatant; some are subtle. Neither is tolerated at PCCUA. To underscore the college's commitment to not having sexual harassment within the campus community, including the classroom, the college has a specific policy and procedures against sexual harassment. Employees of the college with the right to a workplace and classroom free of sexual harassment have a duty to report harassment that violates PCCUA's policy. Sexual harassment is defined as, but not limited to:

• Threats of reprisal, explicitly or inexplicably implied as a term or condition of employment, using coercive sexual behavior to control or affect the career, salary, or performance review of another employee.

• Unreasonably interfering with work performance or creating an otherwise hostile working environment.

• Any other person who feels he/she has been subjected to sexual harassment should immediately report the incident to the Vice Chancellor for Student Services.

Investigations into all reports will be conducted promptly.

DISCIPLINARY ACTION

The student's participation in college life is placed on a provisional basis for a specified period of time. The violation of the terms of disciplinary discipline or further violation of college regulations may lead to more serious disciplinary action, such as suspension or expulsion. Restrictions of privileges may also be conditions of probation.

When a student's behavior is unacceptable to the extent that it reflects most unacceptably upon character, judgment and maturity and is harmful to the well-being of the student body and the college, the student may be suspended from the college.

Expulsion. The student shall be separated from the college on a permanent basis. In addition to this action, the student must make reparation for damages, if any.

PCCUA Student Disciplinary policy can be located at pccua.edu under the Student Menu.

STUDENT LIFE

Step 1: Student submits copy of completed grade appeal form with signatures of instructor, division chair/dean, and Campus Vice Chancellor (if the course appealed is in Stuttgart or DeWitt). If there is no resolution, proceed to Step 2.

Step 2: A student submits copy of completed grade appeal form with instructor’s action taken, division chair/dean, and Campus Vice Chancellor (if the course appealed is in Stuttgart or DeWitt). This action is taken to the Vice Chancellor for Instruction (VCI). The VCI notifies the chair of the Faculty Senate Academic Standards Committee to investigate the appeal. TIME FRAME: Within 5 working days of Step 2.

Step 3: A student submits copy of completed grade appeal form with instructor’s action taken, division chair/dean, and Campus Vice Chancellor (if the course appealed is in Stuttgart or DeWitt). This action is taken to the Vice Chancellor for Instruction (VCI). The VCI notifies the chair of the Faculty Senate Academic Standards Committee to investigate the appeal. TIME FRAME: Within 5 working days of Step 1.

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

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

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

GROSS NEGLIGENCE, MISDEMEANORS, AND FELONIES

Notice of gross negligence, misdeemors, or felonies by the college is based on a determination by the college that the student's behavior is unacceptable to the extent that it reflects most unacceptably upon character, judgment and maturity, and is harmful to the well-being of the student body and the college. The student may be suspended from the college or expelled.

Expulsion. The student shall be separated from the college on a permanent basis. In addition to this action, the student must make reparation for damages, if any.
PHILIPS COMMUNITY COLLEGE OF THE UNIVERSITY OF ARKANSAS

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

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

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

STUDENT'S RIGHTS AND RESPONSIBILITIES

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

RESOURCES

STUDENT ID'S

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

STUDENT EMERGENCY PLAN INFORMATION

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

STUDENT FINANCIAL AID

PCCUA was founded on the belief in equal opportunity and the ideal of making the benefit of a community college education available to all, regardless of financial need. A number of scholarships, loans, and grants are available to prospective and existing students who have shown academic promise and demonstrated a financial need. Part-time employment opportunities are open to all students. Student aid is dependent upon the availability of jobs and the student's skills. Students should seek options available to them each semester. Contact the Financial Aid Officer for more information. (SeeWeb-site: 1987, Helena-West Helena Community College.)

STUDENT HEALTH INSURANCE

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

BOOKSTORES

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

LIBRARIES

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

LIBRARY HOURS:  
- DEWITT CAMPUS***  
  Mon-Thurs 7:30 am to 7:00 pm  
  Fri 7:30 am to 1:00 pm  
  Saturday & Sunday Closed
  **Summer hours may differ

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

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

STUDENT EMAIL ACCOUNT AND OTHER PCCUA WEB SERVICES

EMAIL

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

E Mail Setup Instructions:
1) Go to PCCUA homepage, www.pccua.edu and select “Student Email”.
2) Enter your username, first name + last name + four digits of DateOfBirth/Student ID number in the box (ex. Tommy Smith would be tsmith2725).
3) Enter your Password which is your full date of birth (mmddyyyy)
4) You will receive an e-mail format similar to the example, tsmith2725students.pccua.edu. If you cannot access your e-mail, have your instructor submit a help desk ticket via the Intranet.

CLASS ATTENDANCE

Students are expected to attend all classes regularly and punctually. The instructor will provide to the student a written attendance policy for the course. It is the student's responsibility to know and comply with the instructor's policy and to contact the instructor to make up missed work. The instructor will warn a student when in danger of becoming excessively absent by sending a warning notice by email. The instructor has the right to advise students who are not attending classes. The student can attend classes at the option of an advisor. The instructor will drop the student from the class list with a grade of W by notifying the Admissions office.

WRITABLE

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

STEPS IN DROPPING A CLASS

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

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

FINANCIAL AID PROBATION

Any student whose cumulative completion rate and/or cumulative grade point average falls below the minimum requirements will be placed on financial aid probation for one semester. During the probation semester, students will be required to meet the requirements at the end of the probationary semester or their financial aid will be terminated.

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

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

REVIEW POLICY

When a student withdraws from PCCUA a determination will be made regarding repayments and refunds. "Repayment" is the amount of Student Financial Aid (SFA) funds previously disbursed to a student that he or she must pay back. The State Refund Policy will apply when a student withdraws from all classes provided that the student has followed the official withdrawal procedure.

Registration, Tuition and Fees 100%: Prior to the start of classes
50%: 3rd through 5th class days
100%: Up to & including 2 class days
100%: Up to & including 5 class days
100%: 6th class day - 10th class day
No Refund: 11th class day and after

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

Registration, Tuition and Fees 100%: Mon-Thurs 7:30 am to 7:00 pm  
50%: 3rd through 5th class days
No Refund: After the 5th class day

ADA POLICY

Lynn Boone, the Vice Chancellor for Student Services serves as the ADA Compliance Officer. If you reside in Arkansas County you may contact the professional advisor on each campus. The process of student referral under the Americans with Disabilities Act can be found on the college web site at http://www.pccua.edu by clicking the Student Menu link.

FERPA POLICY

Phillips Community College of the University of Arkansas complies with the Family Educational Rights and Privacy Act (FERPA) of 1974. A student has the right to inspect and review all of his/her records that meet the definition of educational records. No third party has the right to review student records. Information can be provided unless the student requests that it be withheld.

DRUG & ALCOHOL POLICY

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

Policies and Procedures

Policies and procedures shall not be construed to create any form of contract between the college and its students. Any such agreement must be in writing. No student shall have any expectation of personal conduct reflecting not only upon the student but also upon the institution and its citizenry and is judged in this manner. To understand and accept the behavior with the aspirations implied by a college education. To respect the rights and properties of others. 

In accordance with the Drug-Free Schools and Campus Regulations, PCCUA accommodates students with disabilities as required by the American Disabilities Act (ADA) of 1990 and the Rehabilitation Act Section 504 (1973). It is the student's responsibility to identify the disability to the Advisement Office at registration and they will be assigned immediately to a professional advisor. If a student registers without advising the College of the disability, the student must identify that disability within the first two weeks of course instruction to guarantee placement with a professional advisor who can assist with meeting the student's needs. If there are questions about the process ask an instructor, advisor, or a staff member at the Admissions desk about disabilities assistance. Appropriate documentation must be provided. Accommodations will be provided based on needs identified and after the student has had each instructor sign the Accommodations Form. New accommodation plans must be filed within the first week of each semester. It is recommended that students needing accommodations pre-register. There is no guarantee services can be provided within the semester if this process is not followed. ADN and PN nursing students should refer to ADA policy published on the respective program’s web page.
WEBVISITOR
WebAdvisor provides students with access to their personal information, billing and account information, transcript, grades, and class schedules.

WebAdvisor Login Instructions:
1. Go to our homepage, www.pccua.edu, select the WebAdvisor link.
2. Click on Log In in the upper right of the main menu.
3. Type in your User ID – Your User ID is your Full Name (first name and last name) lower case without spaces. (example: John Smith would enter johnsmith)
4. Press TAB
5. Type in your password. Your initial password is the LAST SIX DIGITS of your Social Security Number (example: 412-23-2189 would enter: 232189)
6. Click SUBMIT
7. CHANGE PASSWORD SCREEN
8. You will see a message that your password has expired.
9. Again, type in your User ID
10. Press TAB
11. Type in Your Old Password (LAST SIX DIGITS of your Social Security Number)
12. Press TAB
13. Type in a New Password (must contain letters and numbers; 6-9 characters in length)
14. Press TAB
15. Type in your Confirmation Password (type the password you just typed)
16. Press TAB
17. Type in a Hint to help you remember your password. Do not type in your password.

BlackBoard
BlackBoard is used for hybrid courses, UA Online courses and PC Net courses. Many instructors use this resource in their classes. For information on this resource see FAQ or consult your instructor.

UA Online course Login Directions:
1. Click on the link http://uaonline.uasys.edu/schedules.cfm
2. Next, choose the current semester and click submit.
   You should now see all UA Online courses being offered the current semester. Find your course and click on the button labeled LOGIN to the left of your course name. If two sections of the course are being taught by the same instructor then it doesn’t matter which section you log into but if the sections are taught by different instructors then you must log into the section/instructor in which you are registered.
3. Next, you will be taken to the server where your course is located. You must enter your username and password.
4. a. Your username is your first initial last name and the last four digits of your social security number.
   b. Your password is your complete date of birth (no dashes or spaces) for example if your birth day is January 18, 1989 then your password is 011889
5. Lastly, click or login.

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

PC Net course Login Directions:
1. Go to the PCNet provided to you at www.pccua.edu.
2. Click on the icon on the right side of the homepage labeled BlackBoard.
   a. Your username is your first initial last name and the last four digits of your student ID number. Your username MUST be typed in all uppercase letters with NO spaces…for example WWATIES1234.
   b. Also, please remember that your student ID number is different than your social security number.
3. Your password is your complete date of birth (no dashes or spaces)....for example if your birth day is January 18, 1989 then your password is 011889
4. Lastly, click ok.

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

ENROLLING IN ONLINE COURSES
To enroll in any Online course you must contact Lynn Boone by e-mail at Boone@pccua.edu. In your e-mail you must include your name, social security number, your major, and the course number and name. You should receive a response from Mr. Boone within 48 hours. If you do not receive a response, you are not enrolled in the class and you should call Mr. Boone at (870) 338-6474, ext. 1223.

Helpful Information:
1. Internet classes start later than traditional classes.
2. Updated class offerings are available at www.pccua.edu.
3. You must have computer access to take an Internet/Online course.
4. You must log on within the first week of class, or you will be reported as a no-show.
5. You must attend a BlackBoardGE orientation (available on each campus) at the beginning of the semester
6. If you have any questions call Lynn Boone at Boone@pccua.edu.

PARKING AND DRIVING SAFETY
PCCUA’s campus-wide speed limit is 20 mph and parking is permitted in the college’s many designated lots. Parking over the line, on the grass, or in reserved areas results in a citation. In Helena-West Helena, you can appeal a citation by seeing the Vice Chancellor for Student Services. In Arkansas campuses, appeals are made to the Campus Security Office. In DeWitt, you can appeal a citation by dialing 9-911 from any telephone inside the campus.

PARKING PERMITS, REGULATIONS
All vehicles must be registered in the Admissions office. Each student can receive one parking permit at no charge, and additional permits at a cost of $10.00 per vehicle. Permits are valid for the academic year during which the permit is purchased. Permits should be attached to the rear bumper or rear window. Temporary and a permits are $1.00 per week. If vehicles are changed the new permit is issued to the name on file. Violation and a permits are reserved for students and visitors with disabilities having the credentials displayed. Please do not use the handicap space if you are not disabled. Vehicles may be towed at the owner’s expense. AT NO TIME IS PARKING IN THE STREET OR ON THE GRASS PERMISSIBLE.

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

PCCUA reserves the right to deny any student the privilege of operating or parking a vehicle on campus.

PCCUA CAMPUS SECURITY
PCCUA provides its security workforce with the tools necessary to provide students with a safe learning environment. This information is provided in keeping with this commitment and in accordance with the Campus Security Act of 1990 (CSA). The college community is encouraged to promptly report all criminal activity and emergencies occurring on the type to the appropriate personnel.

DeWitt Campus: If you are on campus and need to report a crime or an emergency, contact the administrative front desk (ext 1600). Emergency assistance

PCCUA CAMPUS SECURITY
PCCUA provides its security workforce with the tools necessary to provide students with a safe learning environment. This information is provided in keeping with this commitment and in accordance with the Campus Security Act of 1990 (CSA). The college community is encouraged to promptly report all criminal activity and emergencies occurring on the type to the appropriate personnel.

DeWitt Campus: If you are on campus and need to report a crime or an emergency, contact the administrative front desk (ext 1600). Emergency assistance

PCCUA CAMPUS SECURITY
PCCUA provides its security workforce with the tools necessary to provide students with a safe learning environment. This information is provided in keeping with this commitment and in accordance with the Campus Security Act of 1990 (CSA). The college community is encouraged to promptly report all criminal activity and emergencies occurring on the type to the appropriate personnel.

DeWitt Campus: If you are on campus and need to report a crime or an emergency, contact the administrative front desk (ext 1600). Emergency assistance
WEBADVISOR Login Instructions:
1. Go to our homepage, www.pccua.edu, select the WEBAdvisor link.
2. Click on the Student Services link in the top left corner.
3. Type in your User ID – Your User ID is your Full Name (first name and last name)
4. Lower case without spaces. (example: John Smith would enter: johnsmith)
5. Press TAB
6. Type in your password. Your initial password is the LAST SIX DIGITS of your Social Security Number (example: 412-34-5678) would enter: 235189
7. Click SUBMIT
8. CHANGE PASSWORD SCREEN
9. You will see a message that your password has expired.
10. Again, type in your User ID
11. Press TAB
12. Type in Your Old Password (LAST SIX DIGITS of your Social Security Number)
13. Press TAB
14. Type in a New Password (must contain letters and numbers; 6-9 characters in length)
15. Press TAB
16. Type in the Password Confirmation (type the password you just typed)
17. Type in a Hint to help you remember your password. Do not type in your password.

BlackBoard is used for hybrid courses, UA Online courses, and PCN. Most courses utilize this resource to communicate with their students.

UA Online course Login Directions:
1. Click on the link http://uaonline.uapb.edu/schedules.cfm
2. Next, choose the current semester and click submit.
   You should now see all UA Online courses being offered the current semester. Find your course and click on the button labeled LOGIN to the left of your course name. (If two sections of the course are being taught by the same instructor then it doesn’t matter which section you log into but if the sections are taught by different instructors then you must log into the section/instructor in which you are registered.)
3. Next, you will be taken to the server where your course is hosted. You must enter your username and password.
   a. Your username is your first initial last name and the last four digits of your student ID number.
   b. Your password is your complete date of birth (no dashes or spaces)….for example if your birth day is January 18, 1989 then your password is 011889
5. Lastly, click on login.

You should now see the course you are enrolled in. If you are enrolled in more than one UA Online course, your courses may or may not all be listed on the same server. If you do not see all of your courses then you must access the courses individually from the schedule page by following the directions above.

To gain entry into the course, simply click on the name of the course. Problem with BlackBoard, contact Michelle Waites at mwaites@pccua.edu.

PCN. Net course Login Directions:
1. Go to the PCCUA provided site at www.pccua.edu.
2. Click on the icon on the right side of the homepage labeled BlackBoard.
   a. You must enter your username and password.
   b. Your username is your first initial last name and the last four digits of your student ID number.
   c. Your password MUST be typed in all uppercase letters with NO spaces….for example MWAITES1234.
       Also, please remember that your student ID number is different than your social security number.

4. Lastly, click ok.

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

ENROLLING IN ONLINE COURSES
Register in any Online course by visiting LONER at www.loner.pccua.edu or by contacting Lynn Boone by e-mail at Boone@pccua.edu. In your e-mail you must include your name, social security number, your major, and the course name and number. You should receive a message from Mt. Boston within 24 hours. If you do not receive a response, you are not enrolled in the class and you should call Mt. Boone at (870) 338-6474, ext. 1233. Helpful Information:
1. Internet classes start later than traditional classes.
2. Updated class offerings are available at www.pccua.edu.
3. You must have computer access to take an Internet/Online course.
4. You must log on within the first week of class, or you will be reported as a no-show.
5. You must attend a BlackBoard/GE orientation (available on each campus) at the beginning of the semester.
6. If you have any questions email Lynn Boone at Boone@pccua.edu.

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

PARKING PERMITS, REGULATIONS
All vehicles must be registered in the Admissions Office. Each student can receive one parking permit at no charge, and additional permits at a cost of $10.00 per vehicle. Permits are valid for the academic year during which the permit is purchased. Permits should be attached to the rear bumper or near window. Temporary and a new permits are $1.00 per week. If vehicles are changed the new permit is issued at no charge. All parking permits are available for employees and/or visitors. These areas are marked “RESERVED” or feature yellow painted curbs. Parking in these areas without a proper permit will result in a citation. Handicap spaces are reserved for students and visitors with disabilities having the credentials displayed. Please do not use the handicap space if you are not disabled. Vehicles may be towed at the owner’s expense. AT NO TIME IS PARKING IN THE STREET OR ON THE GRASS PERMISSIBLE.

WEBADVISOR
WebAdvisor provides students with access to their personal information, billing and account information, transcript, grades, and class schedules.

WEBAdvisor Login Instructions:
1. Go to our homepage, www.pccua.edu, select the WEBAdvisor link.
2. Click on the Student Services link in the top left corner.
3. Type in your User ID – Your User ID is your Full Name (first name and last name) lower case without spaces. (example: John Smith would enter: johnsmith)
4. Press TAB
5. Type in your password. Your initial password is the LAST SIX DIGITS of your Social Security Number (example: 412-34-5678) would enter: 235189
6. Click SUBMIT
7. CHANGE PASSWORD SCREEN
8. You will see a message that your password has expired.
9. Again, type in your User ID
10. Press TAB
11. Type in Your Old Password (LAST SIX DIGITS of your Social Security Number)
12. Press TAB
13. Type in a New Password (must contain letters and numbers; 6-9 characters in length)
14. Press TAB
15. Type in the Password Confirmation (type the password you just typed)
16. Type in a Hint to help you remember your password. Do not type in your password.

BlackBoard is used for hybrid courses, UA Online courses and PCN. Most courses utilize this resource to communicate with their students.

UA Online course Login Directions:
1. Click on the link http://uaonline.uapb.edu/schedules.cfm
2. Next, choose the current semester and click submit.
   You should now see all UA Online courses being offered the current semester. Find your course and click on the button labeled LOGIN to the left of your course name. (If two sections of the course are being taught by the same instructor then it doesn’t matter which section you log into but if the sections are taught by different instructors then you must log into the section/instructor in which you are registered.)
3. Next, you will be taken to the server where your course is hosted. You must enter your username and password.
   a. Your username is your first initial last name and the last four digits of your student ID number.
   b. Your password is your complete date of birth (no dashes or spaces)….for example if your birth day is January 18, 1989 then your password is 011889
5. Lastly, click on login.

You should now see the course you are enrolled in. If you are enrolled in more than one UA Online course, your courses may or may not all be listed on the same server. If you do not see all of your courses then you must access the courses individually from the schedule page by following the directions above.

To gain entry into the course, simply click on the name of the course. Problem with BlackBoard, contact Michelle Waites at mwaites@pccua.edu.

PCN. Net course Login Directions:
1. Go to the PCCUA provided site at www.pccua.edu.
2. Click on the icon on the right side of the homepage labeled BlackBoard.
   a. You must enter your username and password.
   b. Your username is your first initial last name and the last four digits of your student ID number.
   c. Your password MUST be typed in all uppercase letters with NO spaces….for example MWAITES1234.
       Also, please remember that your student ID number is different than your social security number.

4. Lastly, click ok.

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

SUPPORT SERVICES

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

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. 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: Dr. Sheryl Laster in Dewitt-6260, Addie Chandler in Helena-West Helena-ext 1278, Sonya Allen in Stuttgart-ext 1828.

CAREER SERVICES (DeWitt#N104, Helena-West Helena-HSCS, Stuttgart-A116)
Individual counseling sessions are available to help students make choices about the future by providing occupational information to students who are undecided about their career goals. Career services include:
• Information—Discussion of career choices, additional educational opportunities, orientation and study habits.
• Analysis—Interpretation of test data concerning scholastic ability, vocational interest, vocational aptitude and personality characteristics.

CAREER PATHWAYS (DeWitt-N101; Helena-West Helena-TI 120; Stuttgart-A116)
The Academic Skills Department on the Helena-West Helena Campus is located in room B123. The Academic Skills Department on the Helena-West Helena Campus is located in room C101 of the Arts and Sciences building. The Learning Lab on the Stuttgart Campus is located in room B105. Student support staff are available in each lab for assistance and lab hours are posted on each campus.

CAREER PATHWAYS (DeWitt#N101; Helena-West Helena-TI 120; Stuttgart-A109)
Arkansas Pathways is a career pathway project designed to improve the earnings and postsecondary educational attainment of Arkansas's low-income Tem

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

POLICIES AND PROCEDURES
CLASS ATTENDANCE
Students are expected to attend all classes regularly and punctually. The instructor will provide to the student a written attendance policy for the course. It is the student’s responsibility to know and comply with the instructor’s policy and to contact the instructor to make up missed work. The instructor will warn a student when in danger of becoming excessively absent by sending a warning notice immediately to a professional advisor. If the student is absent three times within a four week period, the instructor will warn the student when in danger of becoming excessively absent by sending a warning notice to the Advisement Center. The student can be contacted and asked to attend class.

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

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

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

FINANCIAL AID PROBATION
Any student whose cumulative completion rate and/or cumulative grade point average falls below the minimum requirements will be placed on financial aid probation for one semester. During the probationary semester, students will be required to meet the requirements at the end of the probationary period or their financial aid will be terminated.

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

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

REFUND POLICY
When a student withdraws from PCCUA a determination will be made regarding repayments and refunds. “Repayment” is the amount of Student Financial Aid (SFA) funds previously disbursed to a student that he or she must pay back. The State Refund Policy will apply when a student withdraws from all classes provided that the student has followed the official withdrawal procedure.

Registration, Tuition and Fees 100%: Up to & including 5 class days
50%: 6th class day - 10th class day
25%: 11th class day - 15th class day
0%: After the 15th class day

Any student who drops one or more courses and continues to be enrolled during a fall or spring semester shall be entitled to individual course refunds as follows:
Registration, Tuition and Fees 100%: Up to & including 5 class days
50%: 6th through 10th class day
0%: After the 10th class day

The student will be required to return all financial aid funds received for the term in which the withdrawal occurs.

ADA POLICY
Lynn Boone, the Vice Chancellor for Student Services serves as the ADA Compliance Officer. If you reside in Arkansas County you may contact the professional advisor on each campus. The process of student referral under the Americans with Disabilities Act can be found on the college web site at http://www.pccua.edu by clicking the Student Menu link.

FERRA POLICY
Phillips Community College of the University of Arkansas complies with the Family Educational Rights and Privacy Act (FERPA) of 1974. A student has the right to inspect and review all of his/her records that meet the definition of educational records. No third party has the right to review student records. Directory information can be provided unless the student requests that it be withheld.

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

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

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

STUDENT FINANCIAL AID
PCCUA was founded on the belief in equal opportunity and the ideal of making the benefit of a community college education available to all, regardless of financial status. A number of scholarships, loans, and grants are available to prospective and continuing students who have shown academic promise. We have demonstrated a financial need. Part-time employment opportunities are open to all students. Student aid is dependent upon the availability of jobs and the student’s skills. Students should seek options available to them each semester. Contact the Financial Aid Officer for more information.

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

BOOKSTORES
Books, supplies, and PCCUA log items can be purchased in the Follett Bookstore on each campus. The bookstore is located in the Center on the Helena-West Helena campus, room H110 on the Danville campus, and room A115 on the Stuttgart campus. Bookstore hours are posted on each campus. Book buy back dates are during the week of finals in December and May, and after the last week of Summer II.

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

LIBRARY HOURS:

DANVILLE CAMPUS**: Mon-Thurs: 7:30 am to 7:00 pm
Fri: 7:30 am to 1:00 pm
Saturday & Sunday Closed

STUTTGART CAMPUS**: Mon-Thu: 8:00 am to 8:00 pm
Friday: 8:00 am to 4:00 pm
Saturday & Sunday Closed

LEWIS LIBRARY: HELENA-W-HELENA CAMPUS**
Mon-Thurs: 7:45 am to 4:00 pm
Fri: 7:45 am to 4:00 pm

**Summer hours may differ

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

E Mail Setup Instructions:
1) Go to PCCUA homepage, www.pccua.edu and select “Student Email”
2) Enter your username, first name+last name+four digit of Datatel/Student ID number in the box (e.g. Tommy Smith would be tom32725)
3) Enter your Password which is your full date of birth (mmddyyyy)
4) Verify your email format looks like example, tsmith2725@students.pccua.edu

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

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

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

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

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

RESOURCES
Students who are employed must provide satisfactory proof of satisfactory work performance and attendance. Non-student employees/employees who are not majoring in a field related to satisfactorily completing the course of study are subject to suspension and/or dismissal. Non-student employees who are majoring in a field related to satisfactorily completing the course of study, are subject to suspension and/or dismissal when they are not satisfactory in their work performance and attendance.

**PLAGIARISM**

The term plagiarism is defined as the act of using another person's work or ideas and offering them as one's own. A student is guilty of plagiarism if the student:

- Takes the ideas or material of another person and uses them as his/her own without giving proper credit.
- Writes the work in the words of another without proper citation.
- Submits a work that has been previously submitted for another course or examination.

Any student who is found guilty of plagiarism is subject to suspension and/or dismissal.

**CHEATING**

The intent to gain improper advantage in an academic exercise is considered cheating. A student is guilty of cheating if the student:

- Uses unauthorized assistance in taking exams, assignments or quizzes.
- Offers or attempts to offer aid in cheating.
- Discloses an answer to another student.

Any student who is found guilty of cheating is subject to suspension and/or dismissal.

**HARASSMENT**

Harassment is defined as any unwelcome conduct or behavior of a sexual nature and/or of a derogatory nature that is intended to do, or has the effect of, substantially interfering with an employee's or student's work or academic performance. Harassment is prohibited at PCCUA. If an employee or student feels that he/she has been subjected to sexual or other harassment, he/she should immediately report the incident to the Vice Chancellor for Student Services/Registrar or to any campus Vice Chancellor. Investigations into all reports will be conducted promptly.

**DISCIPLINARY ACTION**

The Vice Chancellor for Student Services is the final authority for disciplinary action. In the event that a student is found guilty of violation of the terms of the disciplinary policy, he/she may be suspended or expelled.

**Student Disciplinary Policy**

This policy is located at www.pccua.edu under the Student menu/Discipline Policy.

**PPCC Student Discipline Policy**

PCCUA provides access to computer equipment, programs, databases, and the Internet for informational and educational purposes. All users of the college computer system are required to follow these procedures and policies that are consistent with such laws. Successful completion of an appropriate rehabilitation program may be grounds for readmission. The college will implement all requirements of the Drug-Free Schools and Campuses Act of 1986 (Title II) as amended by enactment of illicit drugs and the abuse of alcohol. The Vice Chancellor for Student Services shall provide confidential affiliation in the community offering rehabilitation therapy and counseling for students suffering from drug or alcohol abuse.

**SEXUAL HARASSMENT**

Some forms of sexual harassment are blatant; some are subtle. Neither is tolerated at PCCUA. To underscore the college's commitment to not allowing sexual harassment within the campus community, including the classroom, the college has a specific policy and procedures against sexual harassment. Employees who are found to have sexual harassment involving a student have the right to a workplace and campus free of sexual harassment. Sexual harassment is defined as, but not limited to:

- There is an unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature;
- Threats of reprisal, explicitly or implicitly implied as a term or condition of employment, using coercive sexual behavior to control or affect the career, salary, or performance review of any other employee;
- Unreasonably interfering with work performance or creating an otherwise hostile working environment.

Any employee who feels they have been subjected to sexual harassment should immediately report the incident to the Vice Chancellor for Student Services/Registrar or any campus Vice Chancellor. Investigations into all reports will be conducted promptly.

**STUDENT ACTIVITIES & ORGANIZATIONS**

The National Student Nurses Association provides leadership opportunities for members. The student is considered a student minister group that meets monthly for religious growth. Contact Scarlet Laster on the DeWitt campus (ext 1620) or the Page campus (ext 1444) for more information.

**SUPPORT SERVICES**

PCCUA provides a comprehensive service to each student, whether sick, injured, disabled or emotionally troubled. Our support services are considered final.

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

**DISCIPLINE OFFENSES**

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

- Unauthorized selling or peddling on college controlled property is prohibited. Vendors or salespersons who desire to offer their wares on sale on college controlled property must obtain approval from the Vice Chancellor for Student Services.
- Unauthorized distribution of pamphlets and the use of advertising equipment is prohibited.
- Unauthorized distribution of literature on campus is prohibited. Approval must be obtained from the Vice Chancellor for Student Services. Literature and materials must not contain writings which are libelous, obscene, or in violation of federal, state or local laws.
- Misuse/Misrepresentation of College Documents or Records - A student may not misuse and/or misrepresent any college documents and/or records.
- Threats/Skirts of Violence - A student may not threaten or attempt to commit physical violence against any other student, faculty member, administrative officer, employee or invited guest of the college.
- A student may not cause the destruction, damage, or theft of personal or college property.
- A student may not possess, use, distribute, or otherwise exhibit or contribute or perform acts that are conducive to the destruction of property.
- A student may not possess, use, sell, furnish to others, or be under the influence of alcoholic beverages on college property.
- A student may not possess, use, distribute, or otherwise exhibit or contribute or perform acts that are conducive to the destruction of property.
- A student may not use or possess weapons or computer controlled property or any other property that is acquired or supervised functions.
- A student may not have unauthorized persons (children or adults) on campus.
- A student may not display disorderly conduct, including violent, noisy, or drunken behavior.
- The use of abusive or obscene language on college controlled property or while representing the college or attending a college function is prohibited.
- A student may not partake in or support any in-game or off-campus activity that is manifestly unreasonable in terms of place, time, or manner, that inadequately or obstructs the institution's interests, that violates the law or college regulations.
- A student may not violate college regulations regarding the operation and parking of vehicles.
- A student may not display less lawful or lascivious behavior, including sexual or perversion.
- A student may not fail to comply with directions of college officials acting in the performance of their duty.

**DISHONESTY**

Plagiarism

Offering the work of another as one's own without proper acknowledgment is plagiarism. Therefore, any student who fails to give appropriate credit for ideas or materials he/she has learned from another, whether fellow students or a resource writer, is guilty of plagiarism. This includes downloading or buying papers from the Internet and cutting and pasting from the Internet without proper attribution.

Cheating

a) Copying from another student's paper.

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

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

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

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

 forgiven is not authorized by the instructor of the course.

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

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

**SECURITY**

Electronic communications by use of all electronic communications (excluding telephone), and includes:

- Publishing and browsing on the Internet.
- Electronic Mail (E-mail).
- Electronic bulletin boards (Blackboard).
**Electronic discussion groups (BlackboardCE)**
- File transfer
- Streaming media
- Chat facilities

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

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

**DUE PROCESS**
- Costs, charges, fines or any monetary compensation, to any user, for any claim, lawsuit, action or other proceeding arising from, relating to, or in connection with the use of World Wide Web connection or other internet services.

**DUE PROCESS**

**Non-Compliance - Non-compliance with this Policy**

1. May constitute a criminal offense, be classified as inappropriate behavior, pose a threat to the security of the college network, the privacy of staff and students, and may result in dismissal of responsibilities.
2. Will be regarded as a serious matter and appropriate action will be taken when a breach of the Policy is identified.

**Breaches to this Policy**
- Any and all matters which the college, in its sole discretion, subject to PCCUA Policy limitations, and in consideration of the best interests of the public, determines to be an unacceptable practice.

**Non-Compliance**

1. May constitute a criminal offense, be classified as inappropriate behavior, pose a threat to the security of the college network, the privacy of staff and students, and may result in dismissal of responsibilities.
2. Will be regarded as a serious matter and appropriate action will be taken when a breach of the Policy is identified.

**Potentially Harmful Activities**
- A first violation, if not unlawful, will result in a warning.
- A second violation will result in being banned from computer use for a designated period of time (deemed reasonable by supervisor, instructor, library staff, lab supervisor, or other authorized personnel).
- A third violation may result in the student losing computer lab privileges.

**Illegal Activities**
- Any offense that violates local, state, or federal laws may result in the immediate loss of all college computing and network privileges and may be referred to the office of Vice Chancellor for PCCUA Policies.
- PCMU shall not be liable for any damages, including actual, special, punitive, consequential, exemplary, statutory, or other damages, attorneys fees or costs, charges, fines or any monetary compensation, to any user, for any claim, lawsuit, action or other proceeding arising from, relating to, or in connection with the use of World Wide Web connection or other internet services.

**DUE PROCESS**

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

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

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

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

**STUDENT COMPRESSED VIDEO (CV) GUIDELINES**

The compressed video classroom, coordinated by the video and distance learning staff has the following student guidelines. Compressed Video (CV) courses are like other courses on the PCCUA campuses except that the instructor for the course may not be at the sending location during class. If the instructor is not in class, he/she is expected to be in contact with the instructor for the class. Any questions or problems related to the subject matter, classroom environment.

- Microphones are in place for student use and must be used in order to ask questions, make comments, etc. Please remember that in a CV class there is a slight (1-2 second) audio delay, so please speak clearly when asking a question or commenting and wait approximately 3 seconds for a response.
- All assignments, projects, homework etc., are due at the beginning of your class unless otherwise stated by your instructor. A CV technician will take your materials and courier them to your instructor if you are turning in late a assignment then it is your (student) responsibility to get that assignment to the instructor.
- Check your syllabus for information about late penalties.
- All handouts and class materials will be made available to the students at the beginning of class. If you are not present to receive the materials then it is your responsibility to contact the CV technician to pick up the materials. After one week, the materials will not be available from the CV technicians so the student must contact the instructor for the materials.
- If you are going to miss a scheduled exam then it is your responsibility to contact the instructor of the class. You may also call the CV technician, but it is not the responsibility of the CV technician to contact your instructor for you. If your instructor allows you to make up a missed exam you then must make up the exam before the next class meeting at a time that is convenient for the CV technician.
- Cheating in any form (including using unauthorized materials, information, or study aids in any academic exercise; plagiarism; falsification of records; unauthorized possession of examinations; any and all other actions that may improperly affect the evaluation of a student’s academic performance or achievement; and assisting others in any such act) is forbidden. An instructor who has proof that a student is guilty of cheating may take appropriate action up to and including assigning the student a grade of “F” for the course and suspending the student from class. A description of the incident and the action taken will be reported through the dean to the Vice Chancellor for Student Services and placed in the student file in the Office of Admissions and Records. The student may appeal either the finding of cheating or the penalty, or both, as described in Administrative Procedure No. 404.06, Academic Appeal Procedure found on the website.

**CONTACT INSTRUCTORS**

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

**ACADEMIC INTEGRITY**

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

- Cheating - Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
- Plagiarism - Intentionally or knowingly helping or attempting to help others commit an act of academic dishonesty.
- Test tampering - Intentionally gaining access to restricted test materials including booklets, banks, questions, or answers before a test is given; or tampering with questions or answers after a test is completed.

**STUDENT CONDUCT MISCONDUCT (Discipline Policy)**

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

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

**General Principles**

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

**Procedures for Handling Academic Integrity Violations**

A 20% penalty will be assessed to the student's grade for any academic integrity violation. The instructor shall inform the student of the violation and assess the penalty. The instructor shall notify the Academic Integrity Coordinator regarding the violation. The Academic Integrity Coordinator shall review the case and determine if the violation is non-academic or if it is a violation of the Academic Integrity Policy of the college. If the violation is determined to be a violation of the Academic Integrity Policy of the college, the Academic Integrity Coordinator shall proceed with the Academic Integrity Process as outlined in Administrative Procedure No. 404.03, Academic Integrity Process.
ACADEMICS

Core Competencies

- Communication - The interactive process through which there is an exchange of verbal and/or nonverbal information.
- Cultural Awareness - Acknowledgement that society is diverse with groups of individuals possessing differing beliefs, values, attitudes, and customs that are shared from one generation to the next.
- Critical Thinking - Modes of reasoning including analyzing data, evaluating alternatives, setting priorities, and predicting outcomes.
- Mathematical Reasoning - Determination of approach, materials, and strategies necessary to solve a problem.
- Technology Utilization - Use of the tools of the trade to achieve a specific outcome.

Arkansas Course Transfer System (ACTS)

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

Graduation Requirements

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

- A: 4 quality points
- B: 3 quality points
- C: 2 quality points
- D: 1 quality point
- F: 0
- W: Withdrawn by faculty due to excessive absence
- I: Incomplete work to be made up within thirty days following close of current semester.
- U: Non-credit courses will be given a grade of “S” for satisfactory, or a grade of “U” for unsatisfactory.

Incomplete Contract

An instructor may issue an “Incomplete” or “I” to a student who has not finished their course work. An “I” contract must be obtained and signed by the instructor and attached to the final grade sheet. If the student does not finish coursework by the completion date, the grade given will be as assigned by the instructor. If no grade is designated, failure by the student to complete the work will result in a “F” after 60 days.

Academic Clemency

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

Mission

Phillips Community College serves the diversity 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.

Values

Phillips Community College respects the diversity 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.

Diversity

We respect inherent worth and dignity of every person.

Phillips Community College is 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.
2012-2013 ACADEMIC CALENDAR

Fall Semester 2012

August 6-7 (M-T)..........................Nursing Orientation (For Students Admitted to the ADN and PN Programs)
August 13 (M)................................Day and evening nursing classes begin as specified on each respective course calendar
August 14 (T)................................Reporting day for Faculty Awards Breakfast (Offices Closed)
August 15 (W)...............................Student Orientation at 9:00 am and evening orientation at 5:00 pm*
August 16 (TH)..............................Student Orientation at 9:00 am and evening orientation at 5:00 pm*
August 20 (M)................................Day & evening classes begin*
August 27 (M)...............................Last day for 100% refund
September 3 (M)............................Last day to receive an "EW"
September 6 (TH)..........................Last date to complete application file for current semester
October 9 (T)...............................Mid-term advisory grades due (4:00 pm)
October 12 (F)..............................Faculty/Staff In-Service (no day classes but weekend classes meet) (Offices Closed)
October 25 (TH).............................Last day to drop and receive a "W"
November 5 (M)............................Spring registration begins
November 21 (WF)..........................Faculty and students do not report (No Classes, Offices Open)
November 22-23 (Th & F).................Thanksgiving holiday (No Classes, Offices Closed)
November 26 (M)............................Offices open, classes resume (8:00 am)
November 29 (TH)..........................Last day to receive an "EW"*
November 30 (F)............................Study Day (faculty will be available in their offices from 8:30 am to noon)
December 5 (W)............................Last Fall Class Day
December 6, 10, 11, 12 (Th-W)...........Day, evening, and night exams begin Thursday, Dec. 6.
December 13 (Th)...........................Final grades due (12:00 noon)
December 14 (F)............................December Graduation (No Commencement)
December 20 (Th)...........................Offices closed from 4:30 pm until 8:00 am on Thursday, 1/3/13

Spring Semester 2013

January 3 (TH)............................Offices open
January 7 (M)...............................Reporting day for Faculty (8:00 am); Faculty/Staff In-Service
January 8 (T)...............................Registration (8:00 am - 7:00 pm)
January 9 (W)...............................Day & evening classes begin*
January 16 (W)............................Last day for 100% refund
January 21 (M).............................Martin Luther King holiday (No Classes, Offices Closed)
January 28 (M).............................Last day to complete application file for current semester
February 22 (F)............................Faculty/Staff In-Service (No day classes but extended day and evening classes meet)
March 7 (TH)...............................Mid-term advisory grades due (4:00 pm)
March 15 (F)...............................Spring Break begins at 4:30 pm (No Classes, Offices Open)
March 22 (F)...............................Spring Break Friday (No Classes, Offices Closed)
March 25 (M)...............................Classes resume (8:00 am)
March 28 (TH).............................Last day to drop and receive a "W"
April 1 (M).................................Summer & Fall registration begins
April 25 (TH)...............................Last day to receive an "EW"
May 2 (TH).................................Study Day (Faculty will be available in their offices from 8:30 AM to noon)
May 6, 7, 8, 9, 13 (M-M)...............Day exams begin Monday, May 6. Exams for extended day & evening classes begin on Tuesday, May 7. Only the Monday evening exam will be given May 13.
May 14 (T).................................Final grades due (12:00 noon)
May 16 (TH).................................Graduation Arkansas County at Grand Prairie Center (7:30)
May 17 (F).................................Graduation Phillips Cty at PCCUA Fine Arts Ctr. Lily Peter Auditorium (7:30 pm)
May 27 (M).................................Memorial Day holiday (Offices Closed)

Summer Terms 2013

Summer I
June 3 (M).................................Summer I begins
June 4 (T).................................Last day for 100% refund
June 20 (Th)................................Last day to drop and receive a "W"
June 27 (TH)................................Last day to receive an "EW"
July 3 (W).................................Summer I ends (Final grades due 4:30 p.m.)

Summer I Extended
June 3 (M).................................Summer I Extended begins
June 4 (T).................................Last day for 100% refund
July 3 (W).................................Last day to drop and receive a "W"
July 11 (TH)...............................Last day to receive an "EW"
July 18 (TH)...............................Summer I Extended ends (Final grades due by 4:30 p.m.)

Summer II
July 8 (M).................................Summer II begins
July 9 (T).................................Last day for 100% refund
July 25 (Th)...............................Last day to drop and receive a "W"
Aug. 1 (TH)...............................Last day to receive an "EW"
August 8 (Th)............................Summer II ends (Final grades due by 4:30 p.m.)

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