



## Department of Associate of General Education

*“The difference between a successful person and others is not a lack of strength, not a lack of knowledge, but rather in a lack of will.” Vince Lombardi*

### Why am I an AGE major?

You may be asking yourself, why am I an AGE Major? You declared Nursing, Occupational Therapy, Radiography, Medical Sonography or one of the many other Health Science Programs at Pitt Community College, so how did you get put in AGE?

- ◆ Most of the Health Science programs at PCC have a competitive admissions process and do not directly admit students.
- ◆ The Department of Associate of General Education at PCC employs faculty that assists you in creating a personalized education plan so that you may complete your general courses and know the requirements for the competitive admissions process for your respective health science program.
- ◆ Career-development and personalization of educational goals is a major focus of Associate of General Education.

### What should I do now?

- ◆ After applying online or applying through the Admissions Office at PCC, you will receive an acceptance letter.
- ◆ If you declared a health sciences major as your intended major, you were placed in the major of Associate of General Education.
- ◆ **Step 1:** If you apply on campus through the PCC Admissions Office, be sure you obtain a **Curriculum Sheet** for your intended health science major (Nursing, Radiography, Medical Sonography, etc.).

*Note:* If you apply online, it is highly recommended that you VISIT the campus of Pitt Community College. If this is not possible, and/or you just want to learn more about Pitt Community College please go to [www.pittcc.edu](http://www.pittcc.edu). To learn more about the various health science programs at PCC and to obtain curriculum information on prospective programs go to <http://www.pittcc.edu/academics/programs/>. You find out more about Health Science Admissions information by going to <http://www.pittcc.edu/academics/programs/health-sciences/admissions/>.

*Whether you apply online or on campus, be sure and use the PCC website, [www.pittcc.edu](http://www.pittcc.edu), as a tool and reference to help you in your academic pursuits.*

- ◆ **Step 2:** Contact your academic advisor. You will receive an acceptance letter letting you know that AGE is your major of study and inform you of your academic advisor.
- ◆ **Step 3:** When meeting with your advisor (see AGE information below), you and your advisor will prepare an Educational Plan. It is very important that you maintain this Educational Plan and keep ALL of the important documents that will help you achieve success in college (curriculum sheet, placement test scores (if applicable): education plan, and any notes that you take when meeting with your advisor or any official at PCC (Financial Aid representative, Registrar’s representative, Admissions Office representative, etc.). It’s also advisable to maintain a student copy of your transcripts.

### AGE Faculty/ Staff

In order to schedule an appointment with your academic advisor, please contact Sally Allen, 252-493-7484 (Reddrick 222). Ms. Allen offers administrative support to the AGE Department and will schedule a time for you to meet with your academic advisor. Only faculty in bold are available in the summer.

A10300	Associate in General Education (AGE)			
<i>AGE Nursing</i>	<b>Dana Parker (DH) +</b>	A-E	RR 219	493-7456
	Rebecca Knapp	F-J	RR127	493-7701
	<b>Debbie Ambert</b>	K-O	WEF 208	493-7465
	Russell Clift	P-Z	WEF 204	493-7491
<i>AGE Radiography, Medical Sonography, Nuclear Medicine</i>	Lois Gray	A-G	RR 221	493-7593
	Sarah Mangum Needham	H-N	WEF 209	493-7468
	<b>Jeff Rorer+</b>	O-Z	WEF 233	493-7736
<i>AGE Health Information Technology (HIT) Health Unit Coordinator (HUC) Medical Assisting Occupational Therapy Assistant (OTA) Polysomnography Respiratory Therapy Therapeutic Massage</i>	<b>Don King+</b>	A-G	RR 221	493-7593
	Glynis Mullins	H-N	RR 127	493-7538
	Regina Garcia	O-Z	RR 131	493-7568

**BOLD= 12-MONTH FACULTY (available during summer)**

DH = DEPARTMENT HEAD

+ = POWER USER

## Your responsibility as an advisee

Students have the responsibility for planning their respective program of study with their advisor and meeting graduation requirements.

### Being an advisee involves:

- Recognizing that advising is a *shared* responsibility and accept final responsibility for all decisions –
- Clarifying personal values, abilities and goals -
- Preparing for advising sessions and bring relevant materials when contacting the advisor –
- Contacting and making appointment with the advisor when required or when assistance is needed –
- Being knowledgeable about policies, procedures and requirements, i.e. add/drop deadlines, graduation, and general education policies –
- Keeping up to date with the College and division curriculum requirements –
- Keeping informed of academic deadlines and changes in academic policies –
- Consulting with their faculty advisor at each registration/ late registration period and at other times as needed –
- Staying informed by various means of internal communication such as the catalog of record under which you were enrolled, the campus website, Campus Cruiser postings, etc.

## Our responsibility as your advisor

Advisors have the responsibility for helping students to plan their respective programs of study and to meet graduation requirements. Once you get accepted into your intended health sciences major you will be assigned an advisor within that program of study.

### Advisors seek to:

- Be accessible to students – (office hours posted outside of office)
- Help students clarify career/life goals as well as education goals –
- Be familiar with institutional regulations, policies and procedures especially as they relate to academic and/or graduation requirements –
- Monitor progress toward educational and career goals –
- Assist students in selecting courses related to specific field of study –
- Assist students in decision-making skills –
- Refer students to other appropriate campus resources –
- Stay up to date with the College and division curriculum requirements –
- Stay informed of academic deadlines and changes in academic policies –

## Registration Information

Registration at Pitt Community College is held 3 times a year: Spring, Summer, and Fall Semester. After having met with an advisor and determined the coursework needed for the upcoming semester(s), you are able to register via online registration or phone registration. Both forms of registration (phone and online registration) will save you time and give you more opportunity for classes. There is a 3<sup>rd</sup> option for registration, held during the beginning of every semester for students who did not do early registration via the phone registration system or the online registration system. You can find information about PCC's registration, by going to [www.pittcc.edu](http://www.pittcc.edu) and clicking on the link for Registration Info.

### TELEPHONE REGISTRATION (also known as TAP/ Telephone Access at Pitt)

Dates for registration are posted on the Pitt Community College website [www.pittcc.edu](http://www.pittcc.edu)

You can access the Phone/Web Registration Worksheet (instructions) at <http://www.pittcc.edu/academics/registration/>.

### ONLINE/ WEB REGISTRATION

After applying to PCC, you will be given access to Campus Cruiser to set-up a Campus Cruiser e-mail account (example: john\_doe@webmail.pittcc.edu). This e-mail address will be your mode of communication for all school-related work. It is within the Campus Cruiser portal that you will also be able to access many student services. For more information and to learn about how to use Campus Cruiser go to <http://www.pittcc.edu/help/knowledge-base/campus-cruiser/campus-cruiser-tut.htm>.