

Way To Success

Online Resource Manual

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What is Way to SUCCESS/Retention Alert?

Pitt Community college is committed to providing assistance to students to help them achieve their educational goals. The primary goal of the WAY to SUCCESS Program is to improve the motivation and performance of students who are underachieving. The use of the program can be extremely beneficial to both students in their future educational endeavors, as well as increasing retention and graduation rates at the college.

Way to Success is a campus-wide initiative that will help students be successful by building mentoring relationships and making access to college resources more readily available.

How can I Help?

Volunteer to become a Success Coach?

Success Coaches engage with students face-to-face and/or by email or other methods of correspondence to help them identify obstacles they might be having that affect their success in school. Success Coaches are there to be a support system for students and to help them make plans for their future.

As a community partner, Pitt Community College appreciates your willingness to help student's succeed!

Joanne Ceres
Dean of Student Services & Enrollment Management

Address/Name Changes

This form is completed by students needing to change their address or name.

REQUIRED DOCUMENTATION

- Student completes the address/name form in the Admissions and Records office. A picture id is required before the change form is accepted
- Students may also request a **change of address only** by emailing hkelley@email.pittcc.edu. The email **MUST** come from the students' myPittCC account.
 - Note that the email option is only available for change of address. Name changes must be done in person.
 - Students should visit our website to print the Change of Address form.

Contact for further information:

Helen Kelley, 252-493-7322
hkelley@email.pittcc.edu

Advisor Assignment

OVERVIEW OF TOPIC: When students submit an admissions application they are automatically assigned to a faculty advisor in their area of study. The advisor works with the student to help him or her choose classes each term. If a student changes their major, the advisor assignment will also change. The advisor assignments are provided to Admissions & Records by the academic divisions.

ADVISOR ASSIGNMENT FOR NEW STUDENTS

- When the application is processed an Advisor is assigned to student by their program of study
- Students receive a Welcome letter listing their assigned advisor and contact information
- Students applying to a Health Science program are assigned to the AGE program while awaiting acceptance into their program and are assigned to special AGE advisors.
- Students in the Arts & Sciences division are assigned to the Student Success Center. Once they have successfully completed ACA-111/122 they are assigned an individual advisor.

ADVISOR ASSIGNMENT FOR STUDENTS WHO CHANGE MAJOR

- When a change of major form is processed in Admissions & Records the advisor is changed to a faculty advisor familiar with the new program requirements
- New advisor assignment is effective as of the start date of the next term
- Students are sent an email with the new advisor assignment

Contact for further information:

Rhonda Jones, 252-493-7228
rjones@email.pittcc.edu

Application Process

Applications for admissions to a curriculum program may be completed online or with a paper application in the Admissions office.

Students should visit our website to complete the PCC's online admissions application.

WHO NEEDS TO REAPPLY

- Students who have been out of college for 2 consecutive years must complete a new application.
- Students who were enrolled as a High School student in the Career and College Promise Program and have now graduated must complete a new application.

PROCESS FOR APPLYING / REAPPLYING

- Access an application via the web at our website — www.pittcc.edu
 - Link takes student to the CFNC website
 - Student needs to first create a CFNC account before they fill out an application (application is free)
- Students may also come to the Admissions office in the Goess Student Center to pick up and fill out a paper copy of the application

TIME FRAME FOR PROCESSING OF APPLICATIONS

- Applications that are done via the Web are downloaded each morning and processed that day
- Applications that are filled out in our office may be processed the same day, depending on the volume in the office at the time.

Contact for further information:

Rhonda Jones, 252-493-7228
rjones@email.pittcc.edu

Applying for financial aid

Students must complete a FAFSA (Free Application for Federal Student Aid) before they can be considered for financial aid. A new FAFSA must be filed each school year, using the prior year's income tax information. The FAFSA filed in the Fall covers the Fall, Spring, and Summer terms. Students may file online at www.fafsa.gov. They may also request a paper FAFSA application from the Dept. of Education at 1-800-433-3243.

PCC'S School Code is **004062**. This code needs to be listed on the FAFSA to ensure our financial aid office receives the students' information.

ON-CAMPUS LOCATION FOR FILLING OUT THE FAFSA is Goess Room 120. Students may be referred to the Dept. of Education at 1-800-433-3243 for technical questions about filling out the FAFSA on the web

Priority Deadlines: Students may file the FAFSA each year in January, as soon as their prior year taxes are completed. The priority deadlines mean that if the FA office receives the FAFSA and all requested paperwork by the deadline, the student is guaranteed that the award will be in place by the priority registration payment deadline (if the student is eligible)

Fall Term: May 15
Spring Term: October 15
Summer Term: March 15

Applying for Scholarships

OVERVIEW OF TOPIC: Where to refer students for possible scholarship opportunities.

OUTSIDE SCHOLARSHIPS

- Students may check fastweb.com and CFNC.org for scholarship opportunities.
- Students may check with their church and extracurricular organizations.

INSTITUTIONAL SCHOLARSHIPS

- Students must complete the FAFSA form when applying for institutional scholarships, once they do the institutional application, they have applied for all institutional scholarships.

SCHOLARSHIPS FOR SPECIFIC MAJORS

- Students may be referred to Lisa Reichstein at the Financial Aid Office for questions regarding scholarships for specific majors.

PCC WEBSITE

- Students may be referred to the financial aid webpage at www.pittcc.edu for scholarship announcements.
- Announcements and deadlines will also be posted in myPittCC.
- Emails are sent to students about scholarship opportunities.

Contact for further information:

Tamara 'Nikki' Glaspie 252-493-7326
tglaspie@email.pittcc.edu

Bookstore

PCC bookstore is owned and operated by Pitt Community College. It strives to provide the necessary materials and textbooks that are required by the instructors. The bookstore gives back a portion of the proceeds to students through scholarships and activities.

Location on Campus

Goess Student Center

Hours

Regular Hours:	Monday - Friday	8:00 am - 5:00 pm
Summer Hours	Monday – Thursday	8:00 am - 5:15 pm
	Friday	8:00 am - 1:00 pm
*** Extended Hours at the beginning of each semester		

Cash for Books

Daily Buyback

In-store buyback - bring your text(s) into the bookstore for cash.

Online buyback – send your text(s) to MBS for cash.

End of term Buyback

During exam period of each semester, bring your text(s) to the bookstore and possibly receive up to 50% the value of the textbook.

Textbook Reservation Program

During registration period, you will be able to reserve and prepay textbook(s) at our website. This is a great option for all students, including financial aid recipients.

Shipping Program

Students will be able to visit our website and have their books shipped directly to their front door for the cost of \$14.00 for the first textbook and \$1.00 each additional text.

Online Rental Program

Students will be able to rent their books directly from the bookstore's website. Make sure the required text for your course is book only. This website does not rent access codes are custom text books specifically for Pitt.

Contact Information

Bookstore

Phone: 252.493.7252

Website: www.pittcc.edu/academics/bookstore

Change of Major

A change of major form is submitted by any student requesting that their major be changed or any graduate returning to school within the 2 year enrollment period.

PROCESS FOR CHANGING A MAJOR

- Students may change their major by contacting the Admissions & Records office at 493-7232.

CONTINUING STUDENTS

- Student completes a Change of Major form. Forms are available online. Students may also obtain a Change of Major form at the Registrar's office, from their advisor, or from the dept. chair
- Student needs to have the form signed by the Dept. Chair for the new program
- Form is then returned to the Registrar's office for processing. The student's advisor assignment is updated to assign an advisor in the new program area.

EFFECTIVE DATE FOR CHANGE OF MAJOR FORMS

- Change of major forms are processed through the drop/add period of the current term to be effective for that term.
- After the drop/add period, change of majors are effective for the next term.

Contact for further information:

Jenifer Jones, 252-493-7651
jjones@email.pittcc.edu

Checking Grades

Grade reports are NOT mailed to students at the end of each semester. Students must check their myPittCC accounts (PCC Services tab) for grades.

ACCESSING GRADES

- Check online through [myPittCC](#) account
- Once logged in, select "PCC Services" tab
- Select "Grades" under Academic Profile on left hand side
- Select the term student wants to review grades for and click submit
- Students can also get a copy of their grades from the Registrar's Office (last resort)

WHEN GRADES ARE AVAILABLE

- Grades start to come in during the exam period.
- Grades are posted and verified throughout the day as they come in from instructors.
Students will not be able to view grades online until they are verified by the Registrar's office.
- All grades are due the day after the last final exam by 8:30am and should be available for students online the same day.

Contact for further information:

Connie Blake, 252-493-7435
cblake@email.pittcc.edu

Choosing an academic program

Some students have questions about program requirements or need help in deciding which program is right for them before submitting an admissions application. The Admissions counselors offer advice and counseling to students who need help in choosing a major.

WHO TO REFER TO ADMISSIONS COUNSELING

- Special credit students
- Undecided students
- Visiting students

CHOOSING A PROGRAM OF STUDY

- The counselors discuss the requirements for enrollment and procedures for general admissions and health sciences admissions.
- The counselors assist students with career exploration so that students make realistic decisions about a program of study and their career goals.

Contact for further information:

Counseling Services
252-493-7245

Class schedules

A class schedule serves as a student's resource guide for understanding the course delivery method and the location/date/time of their course(s). Students are encouraged to check their schedules just before classes start for updates on room assignments etc.

ACCESSING THE STUDENT SCHEDULE

- Students may access their student schedule through their [myPittCC](#) account on the PCC Services tab
- Faculty may view a student's schedule through the Student Educational Planning module in myPittCC
- Students may also request a copy of their schedule from the Registrar's office. A photo ID is required

UNDERSTANDING TBA ON A STUDENT'S SCHEDULE

- TBA could mean one of two things
 - 1) that the classroom location/date/time of the course has not yet been determined or
 - 2) that the course is being offered via the internet/mainly internet
- Students should refer to the course section for more information - See Methods of Instruction below

METHODS OF INSTRUCTION

- The last 2 digits of the course section number will usually dictate the method of instruction. EXAMPLE: ACA-111-51TR
 - TR - traditional or face-to-face
 - IN - online via the Internet through a hybrid format
 - HY - hybrid with over 50% of the course online and a portion offered in a traditional classroom setting
 - WB - web-supported where the primary delivery is traditional but students are required to have Internet access as a course supplement

Contact for further information:

Connie Blake, 252-493-7435
cblake@email.pittcc.edu

Course withdrawals

Once the drop period has ended - after the census date of the term - we enter the Official Withdrawal period. During this period an adviser's signature is required before the student can drop the class

OFFICIAL WITHDRAWAL PROCESS

- Complete the official withdrawal form available online or in the Admissions & records office.
- Obtain advisor's signature (required)
- Submit completed form to Admissions and Records
- The grade of OW will appear on the student's transcript for courses officially withdrawn
- The OW grade is not punitive: cumulative GPA and term GPA are not affected

OFFICIAL WITHDRAWAL AFTER THE DEADLINE

There is a deadline for officially withdrawing from classes each term, generally around the 75% point of the term. Students wishing to withdraw after this point must follow a special process.

- Student sees the appropriate division dean responsible for the course.
- Each division will have the official withdrawal form to complete for the student.
- Submit completed form to Admissions and Records.

UNOFFICIAL WITHDRAWALS

An unofficial withdrawal from one or more classes is given to students who leave school or stop attending classes without qualifying for or following procedures for official withdrawal (see above). This includes students dropped by their instructor for excessive absences.

- The grade of W will appear on the student's transcript for courses unofficially withdrawn.
- The W grade is punitive and acts as an "F" grade on the cumulative GPA and term GPA.
- Students may complete the official withdrawal process before the term deadline to have the "W" grade changed to an "OW".

WITHDRAWALS AFTER THE END OF THE SEMESTER

Students may appeal to have a "W" grade (unofficial withdrawal) changed to an "OW" grade (official withdrawal) by making a formal request to the Admissions & Records office. Students wishing to file this appeal should request the form "Request to Officially Withdraw after End of Semester". Only "W" grades may be changed using this process.

Contact for further information:

Connie Blake, 252-493-7435
cblake@email.pittcc.edu

Credit by Exam

Students with prior proficiency for a course due to previous work or educational experience may apply for credit by examination. Approval to take the examination must be made through the academic advisor and department chair for the course.

CREDIT BY EXAMINATION PROCESS

- Students contact the advisor and department chair for that course to obtain the Permit for credit by examination
- The permit can also be obtained from the Admissions and Records office
- The Admissions and Records office determines if additional tuition is required and signs the permit
- Students pay additional nonrefundable tuition if applicable
- After paying applicable tuition, the student gives the permit to the instructor who will administer the examination
- Once exam completed, the test administrator submits the permit to the Admissions and Records office for posting
- Students may not take an examination for credit more than once for any one course

WHO IS ELIGIBLE FOR CREDIT BY EXAM

- Any student may apply for Credit by Examination

Contact for further information:

Angela Cline, 252-493-7679
acline@email.pittcc.edu

Enrollment Services information on the web

There are many Enrollment Services resources available to students online through PCC's website. Listed here is a partial list of some of the most frequently requested information.

The links below to go directly to the resource.

[FINAL EXAM SCHEDULE](#)

<http://www.pittcc.edu/academics/final-exams/index.html>

[ACADEMIC CALENDARS](#)

<http://www.pittcc.edu/academics/academic-calendar/>

<http://www.pittcc.edu/academics/academic-calendar/>

[DATES & DEADLINES](#)

<http://www.pittcc.edu/academics/registration/Non-standard-courses.pdf>

<http://www.pittcc.edu/academics/registration/Non-standard-courses.pdf>

[FINANCIAL AID FORMS](#)

<http://www.pittcc.edu/academics/academic-calendar/>

[REGISTRATION INFORMATION](#)

<http://www.pittcc.edu/academics/registration/>

<http://www.pittcc.edu/academics/registration/>

[REGISTRAR'S OFFICE FORMS](#)

<http://www.pittcc.edu/academics/registration/forms.html>

[RESIDENCY QUESTIONS](#)

<http://www.pittcc.edu/academics/admissions/out-of-state-students.html>

Enrollment verifications

Students may need to request verification of their enrollment status at PCC for insurance or other purposes.

PROCESS FOR REQUESTING AN ENROLLMENT VERIFICATION

The quickest and easiest way to request an enrollment verification is through the student's myPittCC account.

Visit: <http://www.pittcc.edu/academics/registration/enrollment-verifications.html> for step-by-step instructions for requesting an enrollment verification online.

- Click on the PCC Services Tab
- Choose the Enrollment Verification option under Academic Profile from the sidebar on the left of your screen
- Complete all of the fields marked with the Red asterisk
- Click the submit button when done

Students may also request an enrollment verification from the Admissions & Records office:

- Complete the verification of enrollment form in the Admissions and Records office
- A picture id is required if form completed in the office

Requests made by mail or fax:

- Student must include the same information required on the enrollment verification request form
- Sign request and mail to the Admissions and Records office
- Fax to 252-321-4209
- No picture id required if request submitted by mail

CHECKING THE STATUS OF AND ENROLLMENT VERIFICATION REQUEST

- Students may check the status via their [myPittCC](#) account, PCC Services tab
- Choose the Enrollment Verification Status option under Academic Profile from the sidebar on the left of your screen

TIMEFRAME FOR PROCESSING ENROLLMENT VERIFICATIONS

- Enrollment verification requests are usually processed within 24 hours of receiving the request.
- Requests for enrollment verification at the beginning of each term are not processed until the end of the add/drop period

Contact for further information:

Angela Council, 493-7730
acouncil@email.pittcc.edu

Health Sciences Admissions

The health sciences programs have special admissions requirements. This is necessary because these programs are limited in the number of students that can be admitted each year. Guidelines and requirements for admission into the Health Sciences programs may be obtained from the admissions counselors. All applicants to these programs will be placed into the Associate in General Education (AGE) program code (A10300) pending acceptance into the Health Science program.

PLACEMENT INTO ASSOCIATE IN GENERAL EDUCATION (AGE)

- All students who apply to a Health Sciences program are placed into the Associate in General Education (AGE) program until they are accepted into their major of choice.
- Students are assigned an AGE advisor who will advise them while they are completing the general education courses required for the intended program of study.
- Students must satisfy all minimum admissions requirements in order to be eligible to apply for a Health Sciences program.

APPLYING TO A HEALTH SCIENCES PROGRAM

- Students must first complete an application for admission to the college.
- After meeting minimum admissions and prerequisite requirements, they may then apply to the Health Sciences program of study of choice.
- Admission is competitive and based on a point system.
- Specific information about the Health Sciences admissions process may be found on the PCC website.

CONTACT FOR FURTHER INFORMATION:

Health Sciences Admissions
252-473-7473

hltscadm@email.pittcc.edu

<http://www.pittcc.edu/academics/programs/health-sciences/admissions/>

myPittCC Accounts

Every student receives a myPittCC account after submitting their application to PCC. myPittCC accounts provide students with a campus email address, as well as direct access to their official student record in the PCC Services area.

CREATION OF A myPittCC ACCOUNT

- Accounts are available for each student within 24 hours of applying to PCC (paper applications)
- Web based applications can take up to 48 hours to process

STANDARD USER NAME & PASSWORD

- **Standard User name** is the student's first initial, middle initial, full last name, and last three digits of the student id number with NO capital letters
 - The Student ID number is listed on the welcome letter students receive after their admissions application is processed. Students may also obtain their student ID number by calling the Admissions & Records office at 493-7232. Students must provide identifying information to receive their student ID by phone (birthdate, SSN, mailing address)
- **Standard password** is all three of your initials (first, middle, last) with NO capital letters plus your seven-digit student id number
 - If the password has been changed and the student has forgotten the password, he or she must contact the Helpdesk to have it reset (once the password has been changed, the student must contact the Helpdesk to have it reset. Registrar's office does not have access to student passwords

TROUBLE LOGGING IN

- If a student has trouble logging in, he/she can contact the Student Help Desk at shelp@email.pittcc.edu or 252-493-7573

Off-campus Locations

Classes are scheduled at sites other than on the Pitt Community College Campus. These locations are indicated on a student's class schedule under "Building/Room Location." The directions to each of the locations provided below start from the PCC Campus.

BIOTECH CENTER (BC) - 1800 N GREENE STREET - (252) 752-7139

- Leaving PCC campus, turn left (north) at intersection of Fulford and Memorial Drive (NC 11)
- Continue on Memorial Drive (NC 11 N) approximately 6 miles
- Turn right onto N Greene St.
- Biotech Center is approximately 2 miles on left
- Estimated Time: 12 minutes-Estimated Distance: 7.11 miles

BERNSTEIN CENTER (BN) - 261 BELVOIR HIGHWAY - (252) 757-3980

- Leaving PCC campus, turn left (north) at intersection of Fulford and Memorial Drive (NC 11)
- Continue on NC 11 N approx. 6.6 miles
- Turn left onto West Belvoir Hwy.
- End at 261 Belvoir Hwy (entrance to Education Bldg. will be on the right side of the building)
- Estimated Time: 15-17 minutes-Estimated Distance: 7.05 miles

GREENVILLE CENTER (GC) - 3107 S. MEMORIAL DRIVE - (252) 493-7260

- Leaving PCC campus, turn left (north) at intersection of Fulford and Memorial Drive (NC 11)
- Continue on Memorial Drive (NC 11 N) approximately 2 miles
- Greenville Center is located on the corner of Dexter and Memorial
- Estimated Time: 3-5 minutes-Estimated Distance: 2 miles

INTERGENERATIONAL CENTER (IC) - 1100 WARD ST. - (252) 757-3980

- Leaving PCC campus, turn left (north) at intersection of Fulford and Memorial Drive (NC 11)
- Continue on Memorial Drive (NC 11 N) approximately 4.7 miles
- Turn right onto W. 5th St./Martin Luther King Jr. Drive (go 0.4 miles)
- Turn left onto White Street (go 0.1 miles)
- Turn Left onto Ward Street (go 0.0 miles)
- End at 1101 Ward Street
- Estimated Time: 10-12 minutes-Estimated Distance: 5.23 miles

MITCHELL'S HAIRSTYING (MH) - 426 E. ARLINGTON BLVD. - (252) 756-3050

- Leaving PCC campus, turn left (north) at intersection of Fulford and Memorial Drive (NC 11)
- Continue on Memorial Drive (NC 11 N) 1.4 miles
- Turn right onto US 264 Alt. / Greenville Blvd. SW (go 2.0 miles)
- Turn right onto E. Arlington Blvd. & then take 2nd right into Arlington Village)
- Mitchell's Academy is on the right beside Buffalo Wild Wings Restaurant
- Estimated Time: 8-10 minutes-Estimated Distance: 3.85 miles

Participating in Commencement

All students awarded degrees and/or diplomas are invited to apply for participation in commencement exercises. PCC hosts one ceremony each spring which includes graduates from the previous summer and fall semesters, current spring semester and upcoming summer semester graduates meeting specific criteria choosing to participate in Spring Ceremonies. General guidelines for graduation are published in the PCC Catalog. Visit the PCC website for specific dates, times, and deadlines for graduation.

APPLYING TO PARTICIPATE IN SPRING COMMENCEMENT EXERCISES:

- Student should meet with his/her faculty advisor prior to registering for the final semester of anticipated graduation to ensure that all academic requirements have been met and apply for graduation.
- Student should clear all financial obligations to the College.
- Student is registered to participate in the graduation ceremony by placing an order for graduation regalia in the PCC Bookstore.

SUMMER GRADUATES PARTICIPATING IN SPRING COMMENCEMENT EXERCISES

- Student should make an appointment with their faculty advisor to discuss graduation readiness (refer to PCC Catalog and/or visit the graduation website for eligibility criteria).

HONOR CORDS

- Students are eligible to graduate with honors if their major GPA is 3.50 the semester prior to graduation in the curriculum from which they are graduating. Honor cords are provided by the College and distributed with the cap and gown bundle.
- Summer graduates participating in the Spring Commencement ceremony are not eligible to receive an honor cord. Upon completion of their degree/diploma requirements after summer term, the student may request their honor cord by contacting Kendra Sessoms @ 252-493-7320 or ksessoms@email.pittcc.edu.

FACULTY ADVISOR RESPONSIBILITY

- After meeting with the potential student degree and/or diploma graduate to confirm graduation readiness, faculty should sign off on the graduation and the student should submit the application to the Registrar's Office by the designated deadline.

Placement Testing

Placement Testing is used to determine a student's starting point for English, math, and computer classes. All students must take the placement test unless they meet the criteria for a waiver (see "Who Needs to Test" below). It is recommended that students prepare for the placement test to better understand what type of questions will be on it. Information for review can be found on the Placement Testing website. The test consists of English (reading and writing sections), math and computer skills.

PLACEMENT TESTING HOURS

Appointments are required. Students may schedule an appointment online by visiting the Placement Testing website.

If a student has a condition that may warrant special testing accommodations (for example: extended time, large print, a reader, or interpreter) that includes but is not limited to visual, hearing, physical impairments, and learning disabilities, students must contact the Disability Services Office at (252) 493-7557. They will work with students to determine the best accommodations for each student.

WHAT TO BRING TO THE TESTING OFFICE

- Students are required to show a valid picture ID (driver's license is fine).
- Students will be required to turn their cell phone off.

WHO NEEDS TO TEST?

- All students need to take the placement test unless they have one of the following:
- Credits that have transferred to PCC in English math and/or (English credits will waive the English part and math credits will waive the math part).
- Appropriate SAT or SAT scores or meet Multiple Measures requirements.
- Any high school student should be referred to Alton Wadford 252-493-7745.

TRANSFERRING SCORES FROM OTHER SCHOOLS- SENDING SCORES TO OTHER SCHOOLS

- We accept scores from other NC community colleges by fax or mail as long as:
- The scores are not more than 3 years old.
- Placement Testing will fax and/or mail test scores to other schools once a written request is made by the student to Placement Testing. Students should visit the Placement Testing website to print and complete a Score Request Form. Placement testing can only send scores for tests taken at PCC.
- PCC students are also required to take a computer skills placement test. This test was developed by the PCC Information Systems Technology Department and cannot be taken at another school without a student completing a Proctor Verification Form. Visit the Placement Testing website to print a Proctor Verification Form.

Contact for further information:

Sharon Ceres, 252-493-7561
sceres@email.pittcc.edu

Residency

A student must be a North Carolina resident to qualify for in-state tuition rates.

Residency is initially determined by the answers to several questions on the admissions application. Once an initial determination of residency status has been made, status may only be changed by filing an Appendix B or Appendix D.

The criteria for qualifying for in-state residency may be on our website.

Filing an Appendix B (appeal to have residency status changed)

- Forms available on our website
- Student allowed to submit any supporting documentation with the Appendix B form
- Residency committee reviews appeal and makes final determination

Filing an Appendix D (for active duty military members stationed in NC & their dependents)

- Forms available on our website
- Form must be signed by military member's supervising military authority
- Appendix D submitted to Director of Enrollment Management & Registrar
- Appendix D must be re-submitted each term

Contact for further information:

Joanne Ceres, 252-493-7208

jceres@email.pittcc.edu

Student Assistance Program (SAP)

Currently enrolled students in need of counseling can be seen by one of our professional SAP Counselors. Contact with a counselor may be made in person, via email, or by phone. Any instructor or college employee can refer students to the program or a student in need can self-refer to the SAP Coordinator. SAP has qualified counselors available on campus. This program works in conjunction with a community agency for additional free counseling services when extensive therapeutic care is needed.

Student Development Services recommends that students be referred to the Student Assistance Program (SAP) if they exhibit one of the following behaviors:

- Signs of depression
- Social alienation
- Drugs & alcohol
- Anger Management
- Issues related to low self-esteem
- Eating disorders
- Sleep disorders
- Mood changes
- Anxiety
- Grief
- Suicidal ideation or expression.

For additional information on this program and its services, please contact the Program Coordinator, Ty Davis, at (252) 493-7371, in the Goess Student Center, Suite 120 or by email at tdavis@email.pittcc.edu.

Submitting official college transcripts

Students are strongly encouraged to submit official transcripts from all colleges they have attended as part of the admissions process. This will ensure that they pass all prerequisites necessary for registration. It will also help faculty advisors determine which courses they should take at PCC. Official transcripts from all schools attended are required for any student applying for Veteran's benefits.

WHERE TO SEND TRANSCRIPTS

- Transcripts need to be sent or brought to the Admissions & Records Office in the Goess Student Center.
- Transcripts must arrive in a sealed envelope in order to be considered official.
- Student copies are not accepted for credit.
- Faxed transcripts are accepted if the fax comes directly from the sending institution.

ACCREDITATION

In order to be given credit for prior coursework, the school must be accredited by one of the following regional accrediting agencies:

- MSA -Middle State Association of Colleges & Schools
- NASC/NWCCU - Northwest Association of Colleges & Schools
- NCA -North Central Association of Colleges & Schools
- NEASC-CTCI - New England Association of Colleges & Schools
- SACS-CC - Southern Association of Colleges & Schools
- WASC-Jr. - Western Association of Colleges & Schools and Junior Colleges
- WASC-Sr. - Western Association of Colleges & Schools and Universities

APPEALS PROCESS FOR NON-ACCREDITED SCHOOLS

Students may appeal to the department chair to have coursework accepted from non-accredited schools. Visit our website to view the student appeals process.

ACCEPTANCE OF COURSEWORK

- Students must have earned a "C" or better in order to receive course credit.
- If a comparable course is offered at PCC, students will receive credit for that course.
- If no comparable course is offered at PCC students will receive elective credit in the subject area.
- Science and Information Technology course credit may expire after a certain time period due to rapid changes in those fields.

Contact for further information:

Margie Harris, 252-493-7227
maharris@email.pittcc.edu

Transitional Studies

All of the classes in Transitional Studies are designed to provide students with transitions to college and career pathways while also achieving goals in the following areas:

The **AHS (Adult High School) diploma** provides instruction designed to qualify a student for a diploma awarded by Pitt County Schools and Pitt Community College.

The **GED (General Educational Development)** classes and lab settings are designed to prepare adults to take the GED tests. Adults may enroll in morning, afternoon or evening classes, both on and off campus.

ABE (Adult Basic Education) classes are designed to increase academic achievement and improve basic academic skills. Classes are available on and off campus, mornings, afternoons, and evenings.

There are no fees associated with these programs; however, a \$35 testing fee is required to take the entire battery of GED tests. **Note:** With changes in the GED tests planned for 2014, the fee may increase to as much as \$30 per test taken.

For more information, contact Transitional Studies:
493-7396, 493 -7560, 493-7377, 493-7526, 493-7439, or 493-7628.

LOCATION ON MAIN CAMPUS

- Leslie Building

OBTAINING AN OFFICIAL COPY OF THE GED

- For a GED transcript, the graduate may contact NC Community College System office in Raleigh, NC.

ADULT HIGH SCHOOL DIPLOMA Transcript

- For an adult high school transcript, the graduate should contact the Adult High School Department (not the Registrar's Office).
 - Contact person: Belinda (Sissy) Grubbs - Coordinator, ext. 7560, **Leslie 205**
 - Fax # 252-321-4343 to fax transcript request or complete form in Leslie 202

Tutoring

The Tutorial and Academic Success Center (TASC) is a free service for all curriculum students registered for traditional, internet, evening and weekend courses at PCC. Individual and group sessions with trained peer and professional tutors are offered to provide academic support. Students are encouraged to visit Leslie 137 to register for tutoring services. Students must be registered in a curriculum class at PCC in order to use TASC.

SUBJECTS AVAILABLE FOR TUTORING

All DMA (Developmental Math)
All DRE (Developmental English)
MAT 101 - 161
BIO 094-169
ACC 111-150
CHM 094-151
SPA 111-112
Other subjects available by request

LOCATION: Leslie 146 (Register first in Leslie 137)

HOURS: Monday - Thursday, 8am - 5pm; Friday 8am - 3pm

PHONE: 252-493-7258

PROCESS FOR REQUESTING TUTORING

- Students complete a "Request for Services" form in Leslie 137
- Students receive an appointment with a tutor
- Most appointments are confirmed in person or by telephone

ONLINE TUTORING is also available using Smarthinking, accessed through the student's myPittCC account.

Contact for further information:

pcctutoring@email.pittcc.edu

nvick@email.pittcc.edu