**Student Life**

**Housing**
Piedmont Community College does not have dormitory facilities nor assumes responsibility for housing.

**Identification Cards (ID)**
Piedmont Community College is committed to providing a safe, healthy, and nurturing environment for all campus activities. In keeping with that purpose, the College issues student identification cards.

Student identification (ID) cards will be issued when the student is officially registered in on-campus classes. ID machines are located in the Student Development Office on the Caswell and Person County Campuses. Students enrolled in short-term classes will be issued a temporary campus ID at the first class meeting. Visitors may obtain a temporary campus ID at the reception desk on the Caswell and Person County Campuses.

Student ID cards will admit students to social, cultural, and educational events on campus, and students must have an ID card available for identification on campus at all times. Student ID cards help PCC maintain a safe and secure environment, and students must provide identification when requested by any College official. Students who do not display or cannot produce a College-issued ID card will be escorted to the Student Development Office for verification of enrollment. Students losing ID’s will be charged a $5 replacement fee.

**First Aid and Illness**
Any student who is ill or requires first aid should contact the instructor or the nearest employee of Piedmont Community College. First aid kits are provided in all buildings in the following locations:

<table>
<thead>
<tr>
<th>Building</th>
<th>Location</th>
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<tbody>
<tr>
<td>A</td>
<td>Switchboard</td>
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<tr>
<td>B</td>
<td>Faculty Office (B115)</td>
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<tr>
<td>C</td>
<td>Classroom (C101)</td>
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<tr>
<td>D</td>
<td>Barnette Auditorium (D101)</td>
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<tr>
<td>E</td>
<td>Information Desk</td>
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<td>F</td>
<td>Bookstore</td>
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<td>Electronics (F107)</td>
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<td>Welding Shop</td>
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<td>G</td>
<td>Cosmetology (G215)</td>
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<td>Classroom (G108)</td>
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<td>Child Development Center (H201)</td>
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<td>I</td>
<td>Learning Resources Center</td>
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<td></td>
<td>Industrial Mechanics Lab (I114)</td>
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<td></td>
<td>Industrial Skills Lab (I115)</td>
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<td>K</td>
<td>Caswell County Campus (K101)</td>
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<tr>
<td>L</td>
<td>Classroom/Faculty Office Bldg.(L105)</td>
</tr>
<tr>
<td>P</td>
<td>Caswell Film and Video Bldg.</td>
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</tbody>
</table>

**College Colors and Mascot**
Piedmont Community College’s school colors are forest green and white. The mascot is a small horse called a “Pacer.”

**Telephones**
Students are not permitted to use the College telephones. Public telephones are located in the Student Center in Building E on the Person County Campus and student break area on the Caswell County Campus. Only in case of emergency is a telephone message relayed to students on campus.

**Student Center (Building E)**
- The Student Center is open during regular College hours.
- Food service hours are determined by the food service contractor, in consultation with the Vice President, Administrative Services, and posted in the Student Center.
- Vending machine service will be available during the open hours of the Student Center.
- All students, faculty, and staff have priority use of the Student Center. Visitors may eat in the Student Center.
- Community groups wishing to use the Student Center must use procedures as spelled out in the PCC Policy 4.4 and must indicate when booking the facility if they plan to serve food.
- The Student Center facility, furniture, and equipment will be the responsibility of each person who uses the Student Center. In the event of damage or vandalism, the individual or individuals responsible will be held liable. Each case must be brought before the Vice President of Administrative Services for disposition.
- All violations of the Student Code of Conduct must be reported to the Dean, Student Development.
- Gambling in the Student Center is prohibited. All cases must be reported to the Dean, Student Development.
- Each person is responsible for throwing personal trash in the waste cans or recycling receptacles as appropriate.

**Bookstore (Building E, Lower Level)**

**Hours & Policies**
- **Bookstore Hours**
  - Mon. – Tues., 8 a.m. – 8 p.m.
  - Wed. – Thurs., 8 a.m. – 5 p.m.
  - Fri. – 8 a.m. – 12:30 p.m.
  - Summer hours vary
- Smoking, eating, and drinking are not allowed in the Bookstore.
- **Buyback Policy:** Contact bookstore for current buyback policy.
- **Textbook Refund Period**
  a) Textbooks must be returned within 15 days of the first day of classes. (Purchase receipt must be presented to receive refund, and textbook must be in new condition).
b) Refunds will be mailed for purchases made by cash and check. Please allow three weeks for processing. Purchases from financial aid will be credited to the appropriate financial aid account.
- Shoplifters will be prosecuted.

**Career Services**

The mission of Piedmont Community College Career Center is to provide ongoing services and resources that help students prepare for their careers, learn job search skills, and find employment. The Career Center serves students and graduates of all our programs: certificate, diploma, and associate degree. The Center is located in the Student Development Suite in Building E on the Person County Campus. Hours are Monday through Thursday from 8 a.m. - 5 p.m. and Friday 8 a.m. - 4 p.m.; other hours by appointment. Walk-ins are welcome. Career Services are also available on the Caswell County Campus. For more information contact the Student Development Office in K122.

The following services are offered:

- Career Exploration: Students who have not decided on a program of study and/or career or who wish to change career directions are strongly encouraged to visit the Career Center. Staff members will help them explore, find, and assess career options compatible with their personalities. The emphasis will be on the development of a career goal and a realistic plan to achieve the set goal. There are many resources available to aid in this process.
- Career Connection website. PCC's career website allows PCC students and graduates to see jobs listed by employers and to transmit their résumés electronically to chosen employers.
- Job Postings. Employment opportunities are posted as received in the Student Center (Bldg. E Person County Campus), the Career Center, and PCC's Career Connection website. Copies of the postings are sent to appropriate instructors.
- Job Search Skills: Career Services offers services and resources to help with job search skills and emotional survival during the search period. These include: Pamphlets, computer resources, workshops, assistance with résumé writing, interview preparation, and job search strategies.
- Job Retention Skills: Career Services offers resources to help students build the skills needed to keep a job.

**Counseling Services**

Counseling services for students are provided by the personnel of the Counseling Center during the day and evening hours at the Person and Caswell County Campuses. Information concerning entrance and graduation requirements, financial aid, employment trends, job opportunities, and student policies and procedures are part of the services provided by the Counseling Center staff. By the request of the student, counselors may administer and interpret assessment instruments to help the student better understand his/her strengths, needs, interests and values. Support services for students enrolled in distance education courses may be obtained by contacting the Counseling Center.

**Faculty Advisement**

Each student is assigned a faculty advisor during the process of admission. The advisor provides the student with information about educational, administrative, career, and extra curricular matters; guides the student through the chosen program of study; and helps the student plan the class schedule each semester. The advisor approves all forms affecting the student's schedule. Students are encouraged to visit their advisor's office soon after they begin their first semester. The advisor can help students make the most of their educational experiences.

**Student Support Services Program**

This student-centered program is supported by a United States Department of Education grant and is designed to assist a selected number of students at Piedmont Community College to initiate, resume or continue their post-secondary education. The program is housed in the College's Student Success Center in Building G on the Person County Campus. Services are also provided for eligible students on the Caswell County Campus. The project consists of four major components: (1) Counseling Services, (2) Peer Tutoring, (3) Transfer Information, and (4) Assessments and Technology. Financial aid information, personal, and academic counseling are offered by the program staff.

Tutorial assistance is available for students who need help in their classes. Students are encouraged to take advantage of this free service by contacting the Student Support Services staff and completing a tutorial request. Students who wish to help other students may apply to the Student Support Services staff for tutoring positions.

**Educational Opportunity Center (EOC)**

The Educational Opportunity Center, sponsored by Piedmont Community College, serves 11 counties in the Piedmont and North Central North Carolina. It is one of 156 such centers funded by special grants from the U.S. Department of Education for the purpose of increasing the availability of educational information and assistance to persons who wish to continue their education beyond the high school level.

Eligible clients must be U.S. citizens, at least nineteen years of age, first generation college students and have incomes that are not above 150 percent of the poverty level. Clients receive services free of charge and without regard to race, creed, sex or age. Any person interested in enrolling in high school diploma programs, special training programs, trade or technical schools, two or four year colleges or graduate and professional schools may receive assistance. Professional counselors assist clients in making career choices and setting educational goals. The staff provides information concerning admissions requirements and financial aid and assists with the preparation of applications. Counseling and tutorial referral services are available on
a continuing basis and appropriate contacts for supportive services are arranged for students.

The Center cooperates with other service agencies through an extensive cross-referral system to meet the special needs of students who are challenged by physical or emotional problems, educational deficiencies or cultural barriers.

The Educational Opportunity Center serves as a clearinghouse for information concerning career and educational opportunities and coordinates its resources and staff with those of institutions of higher education and other service agencies.

A permanent library of career and educational materials is maintained for the use of students, school counselors, social workers and others involved in assisting individuals to achieve their goals.

Upon request, EOC staff members present programs and workshops concerning financial aid, college admissions, career choices, special training programs and other topics for community agencies, civic organizations and special interest groups.

Prospective students and others interested in the services of the Educational Opportunity Center are encouraged to visit the Center at 204 Barden Street, Roxboro, N.C. or telephone (336) 599-0257 or 1-800-682-1159 (outside Person County) for additional information.

**Academic Success Center**
The Academic Success Center (ASC) offers a comprehensive package of academic services and resources to assist students with their college success. These services include drop-in tutoring, open computer labs, academic workshops, and group study areas. Located in the SSC is the Writing Center offering on-line and individual writing assistance. There is no charge to curriculum students for these services. Students are encouraged to take advantage of subject tutoring, studying strategies, and computer assistance. The Student Success Center is located in Room G 204 on the Person County Campus and K 152 on the Caswell County Campus. More information about the Student Success Center is available at www2.piedmontcc.edu/ssc.

**Learning Resources Centers**
Located on the Person County Campus, the Gordon P. Allen Learning Resources Center (LRC) serves as the central location for all types of learning materials. The Caswell County Campus Learning Resources Center provides additional access to services and resources. The print collection includes over 14,000 volumes and 103 periodical holdings, including subscriptions to local, state, and national newspapers. The LRCs have access to 75 electronic references sources and aggregations services which include NC Live. The audiovisual collection includes over 3,000 volumes and a variety of CD-ROMs, DVDs, and audiocassette resources. A variety of on-line resources are available through NC LIVE, and access to additional electronic resources is available from the Learning Resources Center's web page. Other available services include library orientation and instruction, and audiovisual production. Educational resources are available for use by Piedmont Community College faculty, staff, students, and residents of Person, Caswell, and surrounding counties.

Through Community College Libraries in North Carolina (CCLINC), Piedmont Community College is networked with 46 community colleges in the state, making the college a part of the third largest library in North Carolina's public education institutions. The iLink online catalog gives online users access to the collections of all CCLINC libraries. Patrons can request items from in-state or out-of-state libraries through an on-line interlibrary loan system. Any fees for this service are paid by the patron. Most requests are filled within one to two weeks. The staff of the Learning Resources Center consists of specialists in several areas. The library services area is responsible for print, electronic, and Internet resources, and for information literacy instruction. The Media/Distance Education services staff provides instructional support and audiovisual resources to all programs of instruction and to the community at large. Every member of the Learning Resources Center staff is trained to assist patrons in locating and using materials that meet individual needs and interests. The PCC Distance Education staff is also located in the LRC.

LRC policies and procedures are published on the College’s web site and are posted in the Learning Resources Centers. Fines are charged for overdue or damaged materials. Students with overdue library materials are not permitted to register for classes, to receive grades or an official transcript, or to have a transcript forwarded to an institution or individual.

**Learning Resources Centers Hours**

**Person County Campus**
Mon. – Thurs., 7:30 a.m. – 9 p.m.
Fri., 7:30 a.m. - 5 p.m.
Sat., 8 a.m. – 3 p.m.

**Caswell County Campus**
Mon. – Thurs., 7:30 a.m. – 8 p.m.
Fri., 7:30 a.m. - 4 p.m.
Sat. Closed

The Person County LRC and the Caswell County Learning Resources Center have a reduced schedule during Summer Semester and semester breaks.

**Student’s Role in Institutional Decision-Making**
The President of the SGA is an ex-officio, non-voting member of the Board of Trustees. Students appointed by the SGA and approved by the President of the College serve as active members on the following standing committees of the College: Curriculum, Distance Learning, Diversity/Global
Awareness, Environment/Safety, Institutional Effectiveness, Learning Resources Centers, QEP, Student Affairs, and Technology. Other ad hoc committees or task force groups are established periodically and may seek student representation. Students serving on program advisory committees are appointed by faculty in the program area.

**Student Government Association/Student Activities Council**
The Student Government Association (SGA) promotes the general welfare of the College in a democratic manner and facilitates communication among the student body and with administration. The Student Activities Council (SAC) provides program opportunities for students that will enhance and support their educational experience.

**Student Government Association (SGA)**
The executive officers (as defined in the SGA Constitution) and the Senate (representation is defined in the SGA Constitution) will serve as the governing body of the student government and will focus on the following activities:

- Student representation: The SGA Executive Council will reauthorize and work with the Student Senate to make sure that all students have the opportunity to have their issues heard and addressed.
- Community relations: activities such as the Angel Tree, bloodmobile, and other community services.
- Student issues: current issues and needs of the students, and needs of future students.
- Communication: finding better ways to communicate what is happening on campus through Facebook, the student newspaper, and community resources.
- Student involvement: getting more students involved in activities and organizations on campus, and encouraging the formation of new clubs and organizations that will encourage increased student involvement.
- Student clubs: reviewing the activities of current clubs and organizations on campus and chartering new clubs and organizations.
- Leadership development: utilizing workshops and conferences to expand the development of student leadership.
- Funding: managing, allocating, and evaluating the use of budgeted funds generated by the Student Activity Fee and other sources.

**Student Activities Council (SAC)**
The SAC provides a variety of campus activities for students and is made up of interested students and representatives from active clubs and organizations on campus. Funds will be allocated from the Student Activity Fee by the SGA to provide program opportunities for students. The SAC will focus on the following activities:

- providing opportunities for students to be involved in a variety of activities that will support and enhance their academic experience.
- providing quality experiences for all students on both Person and Caswell County Campuses.
- soliciting input from the College community on what activities and programs would be of interest.
- requesting, managing, and evaluating the use of funds budgeted by the SGA in order to provide the best use of the Student Activity Fees.

**Student Clubs, Organizations and Committees**
A student’s experience at Piedmont Community College does not begin and end in the classroom. Various activities, opportunities and functions of a social and professional nature are offered in order to provide a well-rounded campus atmosphere. The College encourages participation in student organizations and activities. All student organizations must be approved by the administration and chartered by the Student Government Association. Activities of the organization must be approved by the assigned faculty or staff advisor under the supervision of the Dean of Student Development. Each organization must meet and adhere to the criteria and procedures established by the administration and the Student Government Association. Copies of the criteria and procedures may be obtained from the Office of the Dean, of Student Development.

- **Athletic Club:** The athletic club is offered to all PCC students who are interested in living healthy lifestyles. Walking and other fitness activities are scheduled throughout the semester and open to all students.
- **C.A.R.E. (Caring About Reaching Everyone):** CARE is the organization for human services students (although all students are welcome). CARE supports students in their education goals through conferences and service opportunities and also supports their community through service projects.
- **Creative Minds Club:** The Creative Minds Club is a place where students interested in the arts can meet, work, and share their passion with the PCC community. We have had art sales and trips and have participated in several campus activities, all of which have helped foster a sense of purpose for students of the arts.
- **Criminal Justice Club:** The Criminal Justice Club at Piedmont Community College provides criminal justice students extracurricular activities related to their program of study. Students are able to meet other criminal justice students and discuss current issues in criminal justice.
- **Engage:** The Engage club is a group of PCC students who confess and believe that Jesus is Lord. We exist to engage one another, our campus, and the world with truth. We have monthly meetings. If you would like to find out more information about the club please feel free to email us at engageppc@gmail.com.
- **Film/Video Production Technology Club:** The FVP Film Club’s mission is to strengthen the learning experience...
for students enrolled in the film program through independent, self-directed film production and to enhance the profile of the Film and Video Production program throughout Piedmont Community College’s service area through events and service activities.

• **LEO Club:** The LEO Club of PCC partners with the local Lion’s club to offer free eye exams and other community outreach services to Person and Caswell County.

• **Medical Assisting Club:** PCC students in their first and second year of the medical assisting program have the opportunity to participate in field trips, fundraisers and various community outreach to promote healthy lifestyles and the importance of caring for one another.

• **Minority Male Mentoring (3M) Club:** The purpose of the 3M Club is to provide a nurturing environment where the student feels connected to the college, empowered and motivated to succeed, and supported by services that meet his needs.

• **Piedmont Community College Ambassadors:** The Piedmont Community College Ambassadors are an honorary group of students who have been nominated and selected by faculty and staff to represent the College at special events on campus and in the community. The PCC Ambassadors receive financial support from the Piedmont Community College Foundation. Duties of an ambassador include giving campus tours, hosting campus activities, speaking to community groups, assisting with Foundation activities, assisting with student activities and welcoming groups to the campus.

• **Piedmont Community College Film Club:** The Film Club was developed by PCC Film and Video Production Technology (FVPT) students to: promote academic excellence and student fellowship while sharing knowledge and resources of the film industry; produce quality student films and video projects; sponsor fund raising projects to aid in the costs of producing student-generated projects; communicate with other students and professional groups; affiliate with state and national organizations of professionals in the filmmaking industry; promote awareness and recognition of the PCC FVPT program; and promote professional services to PCC and surrounding community. The Film Club is open to all PCC students with an interest in filmmaking. Club offices are held by full-time FVTP students.

• **Phi Beta Lambda (PBL) Business Club:** Phi Beta Lambda is a national organization for all students enrolled in business or office programs in post-secondary schools and colleges. The major purposes of the organization are to develop competent, aggressive business leadership, to strengthen the confidence of students in themselves and their work and to create more interest in and understanding of American business enterprise.

• **Phi Theta Kappa (PTK):** Phi Theta Kappa is an international honor and service society. The major purposes of Phi Theta Kappa are to encourage scholastic effort and reward academic merit, to stand for and promote worthy character and high ideals and to foster, disseminate and improve education through service projects. Phi Theta Kappa is open to students who have completed at least 12 semester hours in an associate degree program with a cumulative grade point average of at least 3.5.

• **Science Club:** The purpose of the Science Club is to promote interest, understanding, and knowledge of science and enhance career awareness in science industries through field trips, lectures, and related activities as well as through campus and community service projects. The club shall seek to foster the type of honest skepticism that is necessary for life-long learning.

• **Siggraph Student Chapter:** This organization is open to all students at PCC, but is significantly relevant to the Digital Effects and Animation Technology, and Film Production programs. The club’s primary goal is to help build a strong social in which the students can both learn and have fun. Joining this club not only gives an outlet for the students to meet and greet each other, but is also recognized in the Digital Media Industry and will be a nice addition to their resume. This chapter is recognized by ACM Siggraph.

• **Spanish Club:** The Spanish Club provides the opportunity for students to speak Spanish outside of the classroom with people other than their instructor and classmates. Furthermore, it provides a venue for cultural events that are not necessarily included in the regular institutional curriculum: films, meals at local Mexican restaurants, lectures, cooking demonstrations, and musical performances are examples of a few activities.

• **Student Activities Council:** The SAC concentrates on providing a variety of campus activities for students. The SAC is made up of representatives from all of the active clubs and organizations on campus and is looking to expand as it becomes more active. If interested please contact Leighann Long!

• **Student Government Association:** The SGA is the governing body of the students, focusing on student representation, community relations, and student issues.

• **Student Nursing Association (SNA):** The purpose of the Student Nursing Association is to promote health care in the community, supplement the cost of the nursing program at Piedmont Community College for students, and promote awareness and recognition of the Associate Degree Nursing program at Piedmont Community College.

• **Veteran’s Club:** The veteran’s club provides an
opportunity for PCC students to participate in activities that promote and support the lives and sacrifices of our United States Veterans. Activities like Memorial Day celebrations and September 11 memorial services are sponsored each year.

• **Women's 3M Club**: The objectives of this Association are to help women of different minorities to achieve their academic, personal, and social goals. Women's Mentoring Minority will empower, educate, and encourage women of all ages.

**Social and Cultural Activities and Student Activity Council**
The Student Government Association sponsors socials, dances, films, art shows, musical entertainment and related activities of interest to the students and the community. Students may participate in the planning and choice of these activities through working with SGA committees. All students are notified of these events by announcements, electronic signage, campus bulletin boards, flyers, emails, etc.

**Awards and Honors**
Each year Piedmont Community College faculty nominates outstanding students for a variety of honors. These honors include Outstanding Graduate Student in each curriculum program, Who's Who Among Junior Colleges, College Marshals and the National Dean's List. The Student Government Association may also recognize students for outstanding achievements in the areas of student participation, sports or academics.

**Student Publications**
All student publications operate under the jurisdiction of the SGA and the Dean of Student Development. The Dean or designated advisor is responsible for supervising, budget control and editing of student publications. Faculty and other staff assist the Dean as necessary. Contributions of articles and assistance in layout, editing and other duties are welcome. Students interested in working on student publications should visit the SGA office or Dean of Student Development for more information.

The President's designee must approve student publications, before any distribution. The College requests that the student publications be consistent with the policies and the responsibilities of Piedmont Community College.

**Bulletin Boards**
Posters are not permitted on walls, doors or exterior surfaces of buildings. The exception to this policy is that campaign posters may be placed on non-painted walls during the ten (10) school days immediately before a student election. Announcements concerning student activities are posted by personnel of the Student Development Office or the Student Government Association.