



# PIEDMONT

COMMUNITY COLLEGE

Self-Service  
Student Guide  
(as of 4/5/2022)

Piedmont Community College  
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[www.piedmontcc.edu](http://www.piedmontcc.edu)

# Table of Contents

Getting Started with Self-Service .....	3
What is Self-Service? .....	3
How do I log in to Self-Service?.....	3
What is my username? .....	3
What if I forget my password? .....	3
Logging into Self-Service .....	3
Self Service Landing Page .....	5
Student Finance .....	6
Account Details.....	6
Student Statement.....	7
Setting Up a Payment Plan/Making a Payment.....	8
Tax Information (1098T form) .....	9
Financial Aid .....	10
FAFSA Application Status.....	10
Required Documents.....	11
Satisfactory Academic Progress (SAP) .....	12
Bookstore funds .....	12
Academics .....	13
Student Planning (search for courses, plan your terms, and register for classes) .....	14
Course Catalog.....	16
Course Registration.....	18
How to Find Your Advisor.....	20
Grades .....	21
Enrollment Verifications .....	22
Submitting Electronic Forms .....	24
Class Withdrawal Request .....	24
Change of Information Form (Address update, name changes, SSN, and change of major).....	26
Transcripts .....	29
Official Transcripts .....	29
Unofficial Transcripts.....	30

## Getting Started with Self-Service

### What is Self-Service?

Self-Service is our new student portal that allows students to plan out the courses in their academic programs, register for classes, request transcripts, check grades and many more functions.

### How do I log in to Self-Service?

Logging in is easy. You will use your common username and password (school e-mail, Blackboard, Web Advisor) to log in.

### What is my username?

First initial of your first name+ middle initial+ full last name+ the last 2 digits of your student ID.

Example: Sally R. Student, ID# 0123456, 01/02/70

Username is srstudent56

### What if I forget my password?

If you forget your password, go to this link to reset it: <https://reset.piedmontcc.edu/PasswordReset/>

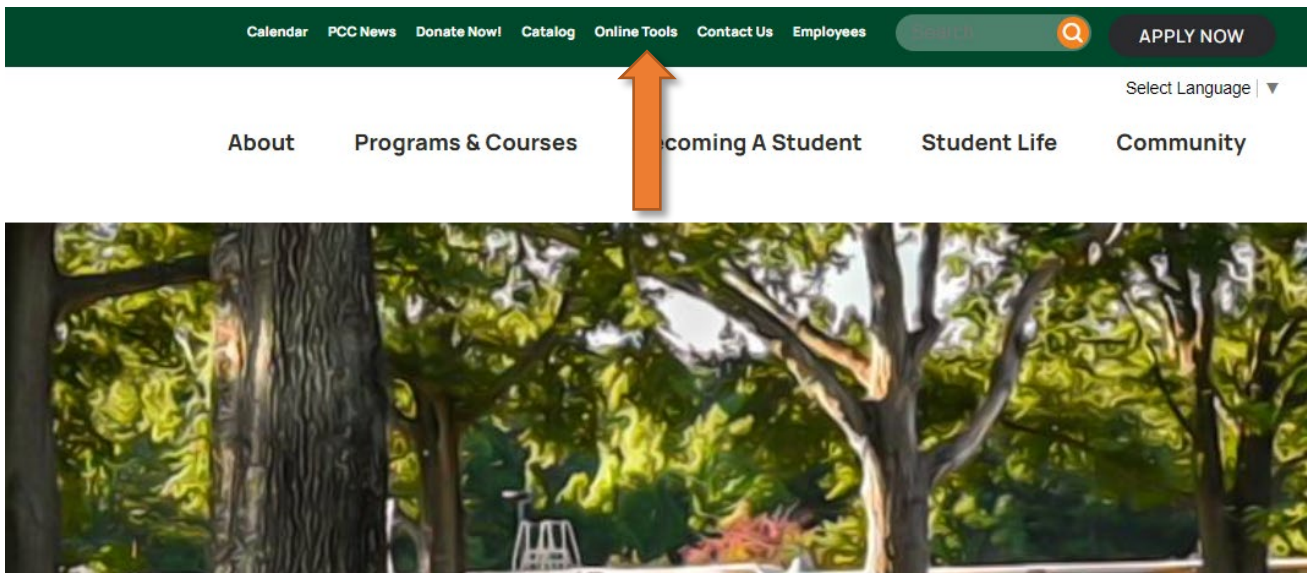
If you are unable to reset your password, or require additional assistance with your log in credentials, please call the student help desk at (336) 322-2138 or email [studenthelpdesk@piedmontcc.edu](mailto:studenthelpdesk@piedmontcc.edu).

**IMPORTANT:** Changing your Self-Service password automatically changes your Blackboard, WebAdvisor, and School email passwords, too.

## Logging into Self-Service

You may access Self-Service from our homepage by clicking on "Online Tools":

[www.piedmontcc.edu](http://www.piedmontcc.edu)



Click on "[Self-Service](#)" to login.

Calendar PCC News Donate Now! Catalog Online Tools Contact Us Employees APPLY NOW Select Language


About Programs & Courses Becoming A Student Student Life Community

# ONLINE TOOLS

Home / Online Tools

## Online Tools

The online tools you need to get to the right place - fast! This includes your email, Blackboard, tutoring options, COVID-19 attestation form, and access to your student account!



**PCC E-Mail**  
Access your student email here! Need to reset the password? Visit [reset.piedmontcc.edu](https://reset.piedmontcc.edu).

**COVID-19 Information**  
Check here for the latest news when it comes to PCC and COVID-19 guidelines.

**Blackboard**  
Remember - you will not see your class until the start date/time. Need help logging in? Call (336) 322-2138 or email [studenthelpdesk@piedmontcc.edu](mailto:studenthelpdesk@piedmontcc.edu).  
See technical requirements for Blackboard here.

**Electronic Forms (TEAMia)**  
Easily access the various student request forms.

**Self Service**  
Register online, check out course options, review your financial aid, access your student information - all right here!

**Tutoring**  
Online (or face to face) tutoring at PCC. Sign up at [piedmontcc.mywconline.com](https://piedmontcc.mywconline.com).

**WebAdvisor**  
Register online, check out course options, access your student information - all right here!

**Aviso Retention**  
A resource of tools, information, and communication connecting students, advisors, success coaches, and faculty (full-time & adjuncts) with the path of success for Pacer students.

**Request a Transcript**

**In This Section**


- Alert
- Help Desk
- Online Tools
- COVID-19 Information
- PCC Calendar
- Academic Calendar
- Bookstore
- Career Coach
- Clubs & Organizations
- College Safety and Preparedness
- Computer Lab
- Counseling Center
- Global Learning
- Learning Commons
- Pacer Café
- Paying for College
- Request a Transcript
- Resources for Your Success

**Other helpful tools for students:**




Click "Login" under "ALREADY A STUDENT?"


### ALREADY A STUDENT?



Log In to add classes to your planner, view your tax documents, locate your advisor and more!

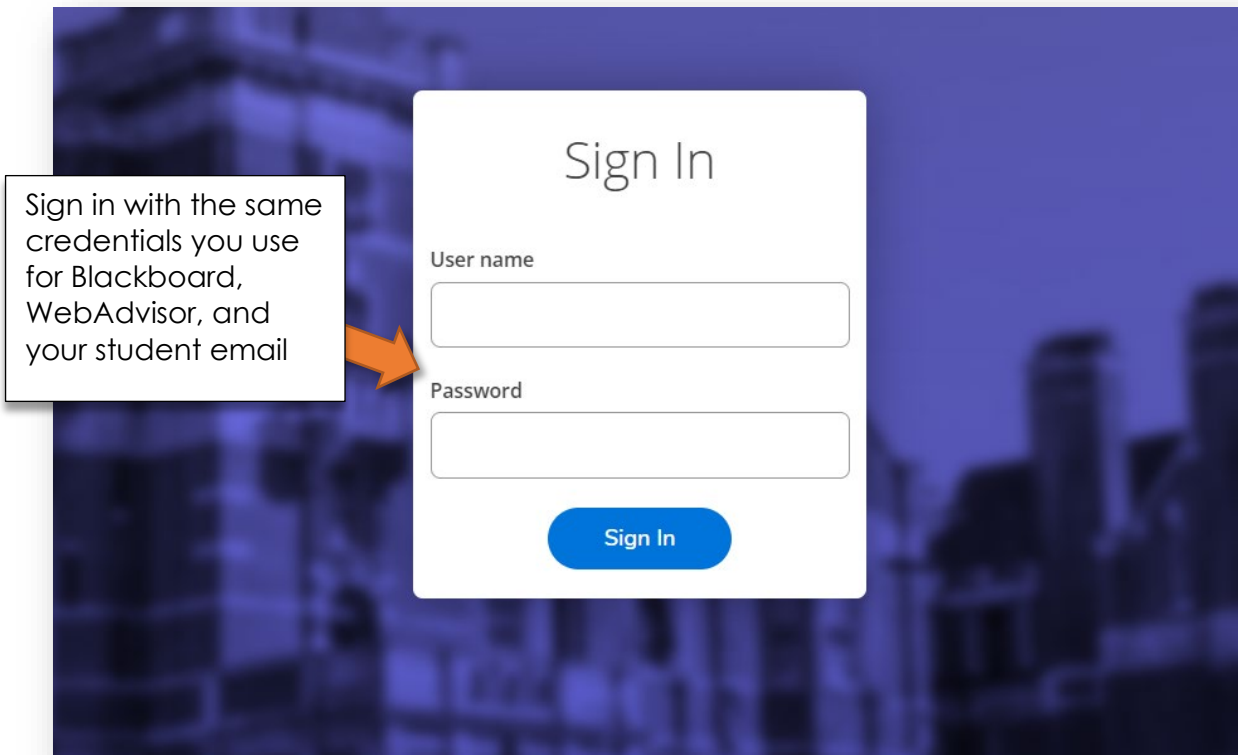
**LOGIN** 

### PROSPECTIVE STUDENT?



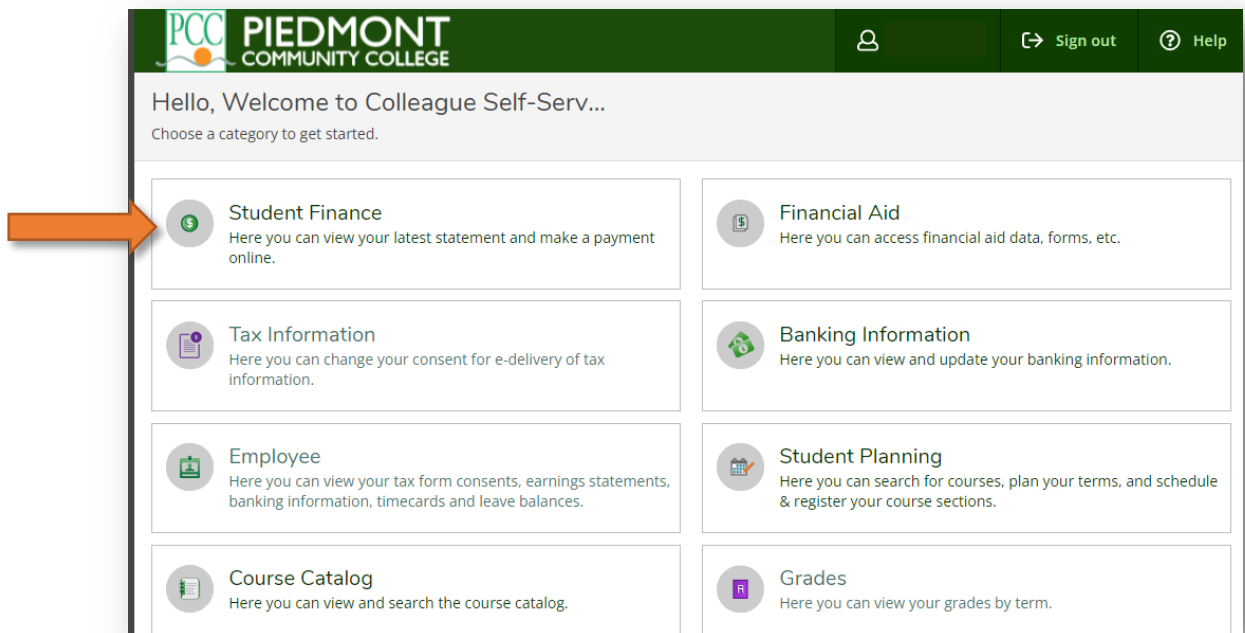
Browse our curriculum (for-credit) course offerings and start planning your future!

**VIEW FOR-CREDIT COURSES**



## Self Service Landing Page

When you first log in to Self-Service, the following landing screen will appear. Click on "Student Finance" to view items such as tuition and fees, payments, financial aid that is pending or has been applied to your account and refund checks.



# Student Finance

## Account Details

Click on any semester and the account activity for that semester will appear:

Account Overview		
Amount Overdue	\$0.00	
Total Amount Due	\$0.00	<a href="#">Make a Payment (Admin)</a>
Total Account Balance	-\$1,256.00	<a href="#">Account Activity (Admin)</a>
<a href="#">Spring Semester 2022</a>	-\$1,256.00	
<a href="#">Fall Semester 2021</a>	\$0.00	
<a href="#">Spring Semester 2021</a>	\$0.00	
<a href="#">Fall Semester 2020</a>	\$0.00	

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Term: Fall Semester 2020 - Balance: \$0.00

[View Statement](#)

This shows charges, payments, financial aid applied, refunds and balance

Click here to expand and get more details.

Click here to view your statement

Charges	\$1,300.79	▼
Payments	\$25.00	▼
Financial Aid	\$3,173.00	▼
Refunds	\$1,897.21	▼
Balance	\$0.00	

## Student Statement

Below is an example of what a statement for a semester looks like. (Note that student information has been blacked out.)

Piedmont Community College  
P O Box 1197  
Roxboro, NC 27573

**Student Statement**

<b>Name</b>	[REDACTED]
<b>Student ID</b>	[REDACTED]
<b>Total Balance</b>	[REDACTED]
<b>Total Amount Due</b>	<b>\$0.00</b>
<b>Amount Enclosed</b>	

Please return this portion of the statement to the institution, along with your payment.

---

Date Generated: 1/10/2022

**Account Activity Summary - Fall Semester 2020**

---

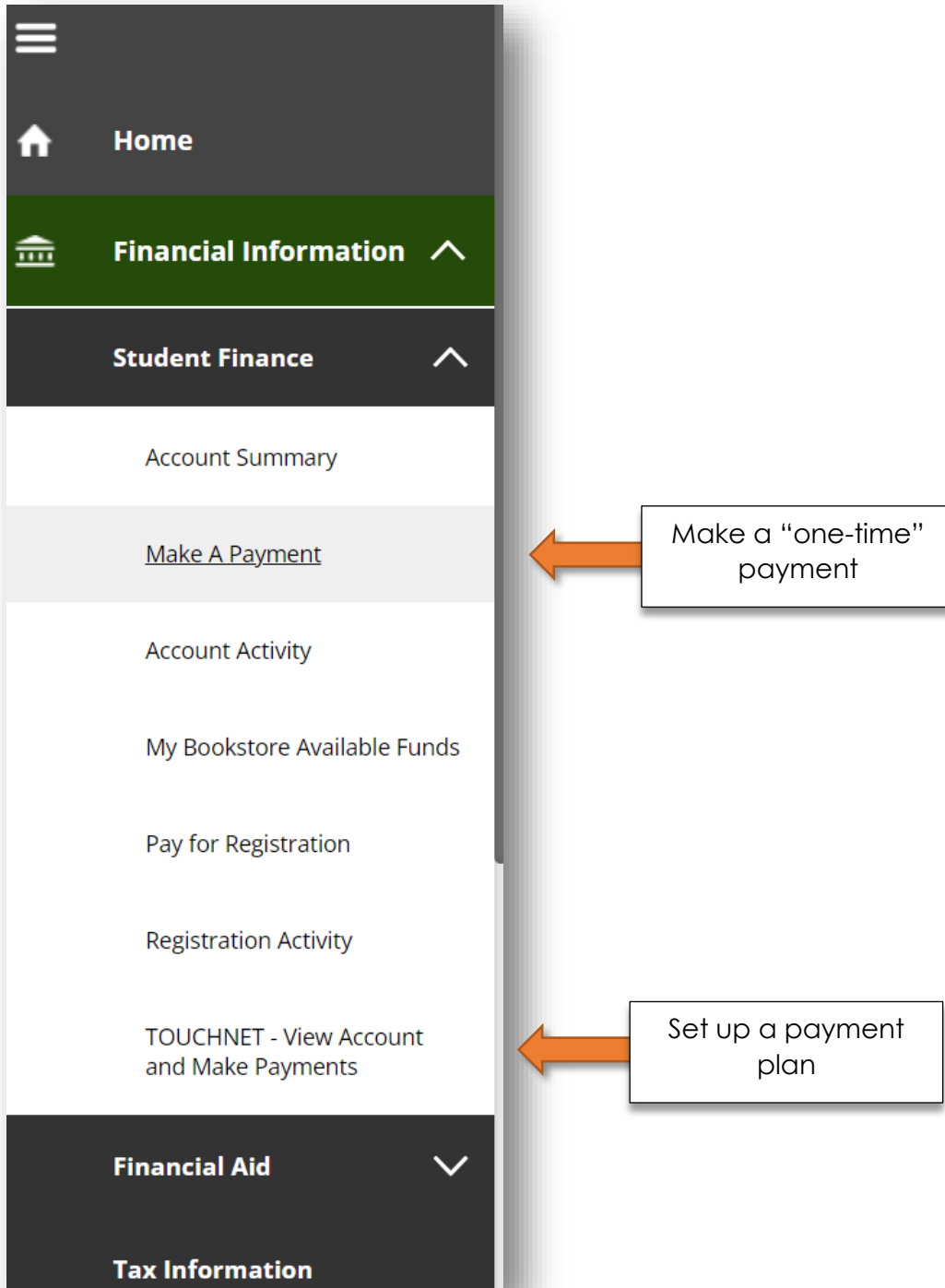
Charges		
Tuition by Section		\$988.00
Fees		\$62.00
Miscellaneous Charges		\$250.79
<b>+ Total Charges</b>		<b>\$1,300.79</b>
<b>- Student Payments</b>		<b>\$25.00</b>
<b>- Financial Aid</b>		<b>\$3,173.00</b>
<b>+ Refunds</b>		<b>\$1,897.21</b>
<b>= Fall Semester 2020 Balance</b>		<b>\$0.00</b>
<b>= Total Amount Due</b>		<b>\$0.00</b>

**Course Schedule**

Section	Course Title	Credits	CEUs	Days	Times	Classroom	Start/End Dates
ACC-120-71	Prin of Financial Accounting	4.00		TBD	TBD	DLON DLON ONLINE	8/17/2020-12/16/2020
BUS-110-41P	Introduction to Business	3.00		M TBD	1:45-2:55 PM TBD	PERCO L 101 PERCO DLON ONLINE	8/17/2020-12/16/2020
ECO-251-41P	Prin of Microeconomics	3.00		F TBD	10:55 AM-12:10 PM TBD	PERCO L 101 PERCO DLON ONLINE	8/17/2020-12/16/2020

## Setting Up a Payment Plan/Making a Payment

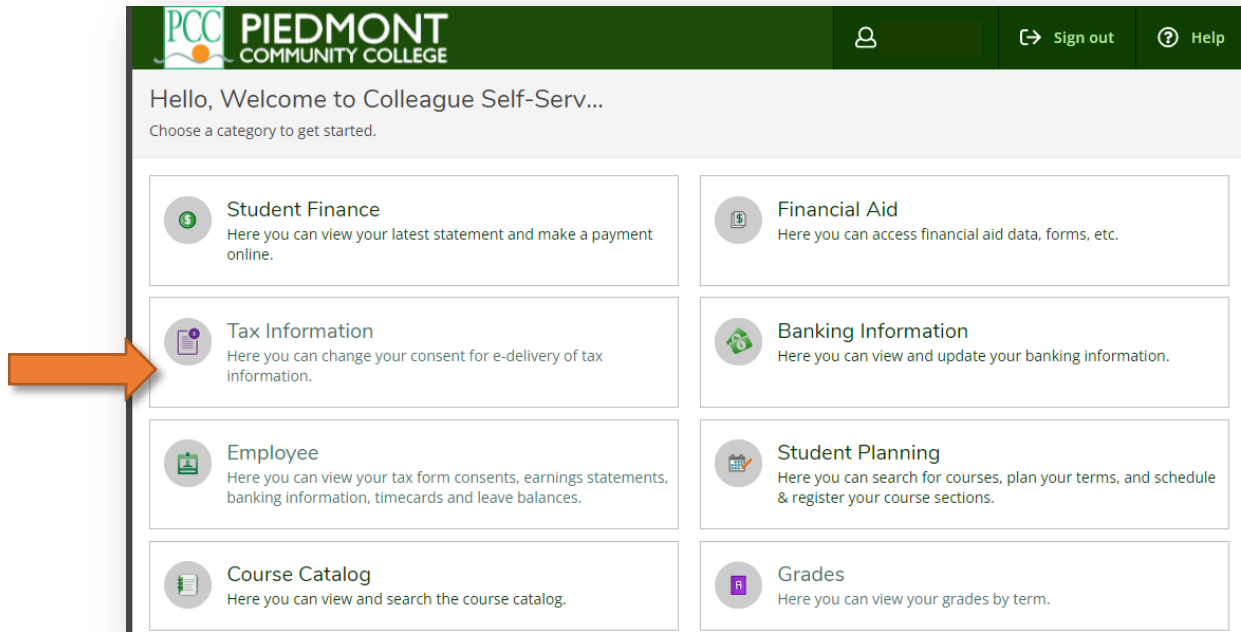
You may set up a payment plan or pay in full by clicking on Student Finance, and then “Make a Payment” to pay your balance in full, or “TOUCHNET-View Account and make Payments” to set up a payment plan.



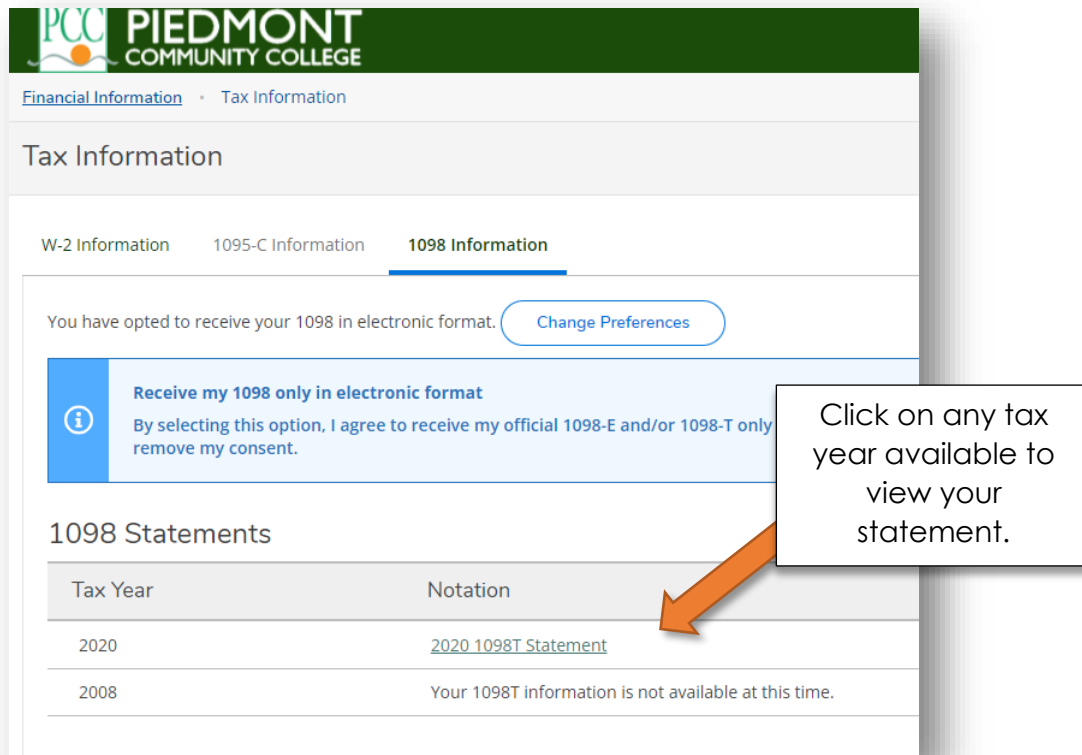


## Tax Information (1098T form)

At the beginning of the tax year when you need tax information for your status as a student you can access your 1098-T in the Tax Information page.

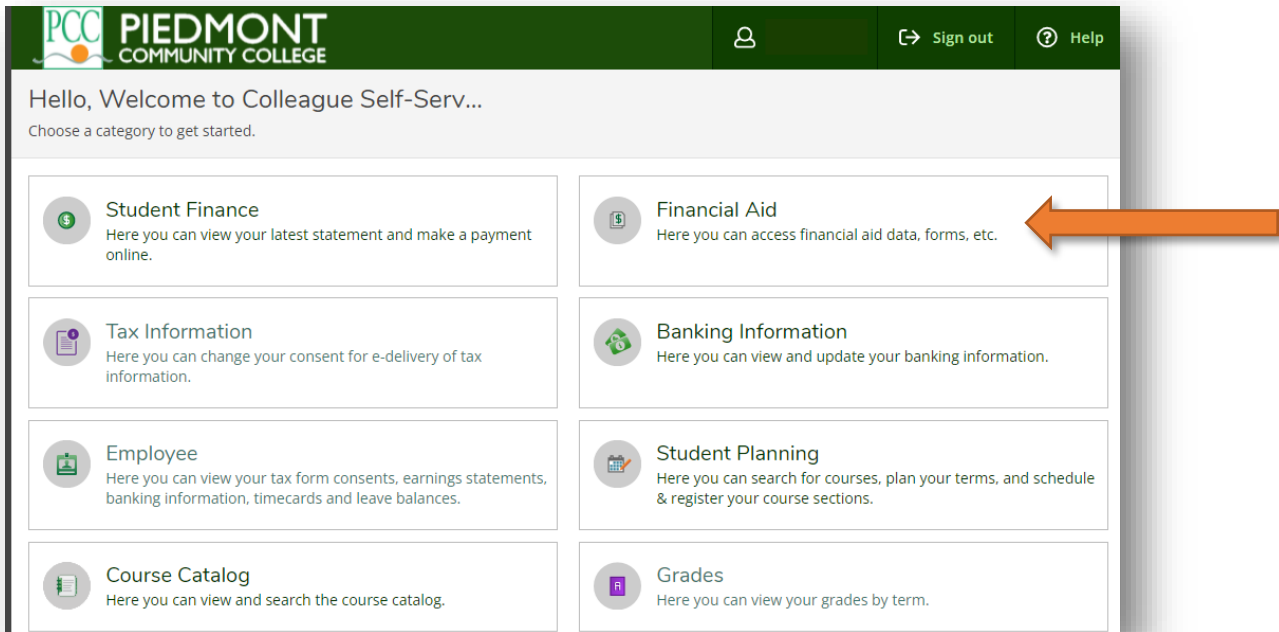


Click "Tax Information" and the following screen will appear.



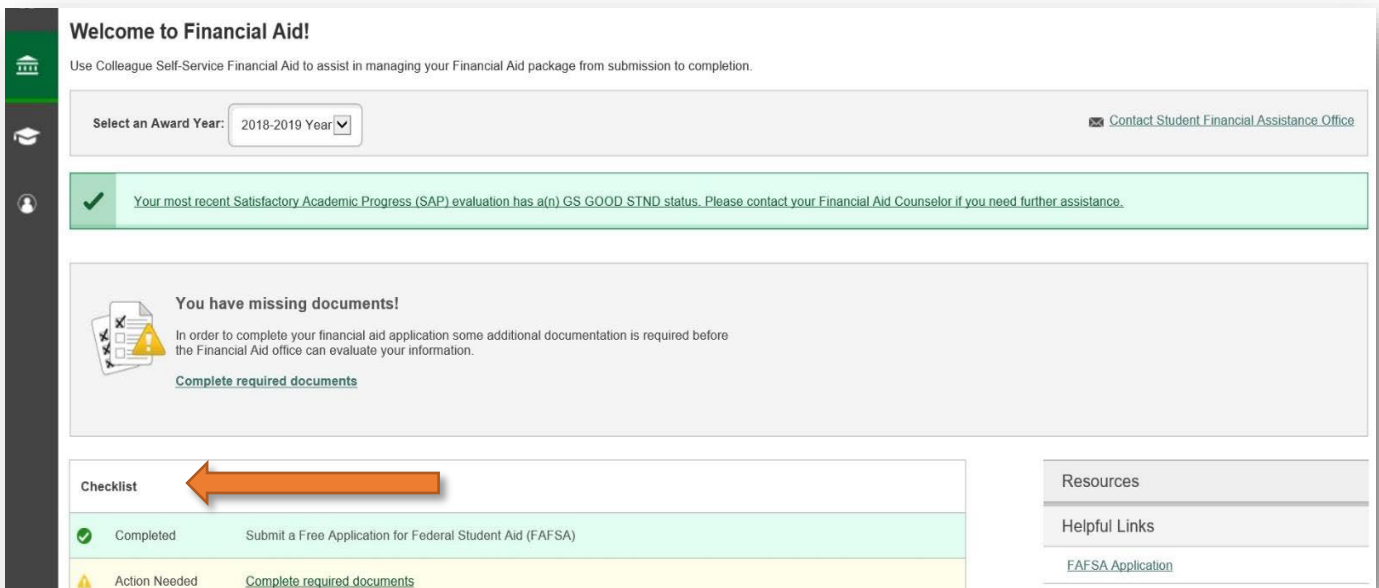
# Financial Aid

Click on the Financial Aid tab to view your financial aid details:



## FAFSA Application Status

Once you enter the Self-Service Financial Aid page you will see a checklist at the bottom with the status of you FAFSA Application for the selected award year.



You can change your award year at the top of the screen to the school year you want to check on.

**Welcome to Financial Aid!**  
Use Colleague Self-Service Financial Aid to assist in managing your Financial Aid package from submission to completion.

Select an Award Year: 2021/2022 Academic Year

Your most recent status is (n) GS GOOD\_STND status. Please contact your Financial Aid Counselor if you need further assistance.

**You have missing documents!**  
In order to complete your financial aid application some additional documentation is required before the Financial Aid office can evaluate your information.  
[Complete required documents](#)

**Checklist**

Completed	Submit a Free Application for Federal Student Aid (FAFSA)
Action Needed	<a href="#">Complete required documents</a>

**Resources**  
Helpful Links  
[FAFSA Application](#)

Click on the Required Documents link to see what items are needed to move forward.

## Required Documents

When you click on Required Documents, (see above screen shot) Self-Service will generate a complete/incomplete list.

**Required Financial Aid Documents**  
Current ID:

Select an Award Year: 2021/2022 Academic Year

Incomplete	Complete
<b>Incomplete</b> 21/22 Parent Signature	<b>Received</b> 02/21/2017 21/22 Electronic Consent
<b>Incomplete</b> 21/22 HH Form	<b>Received</b> 08/04/2016 Admissions College Transcript
	<b>Received</b> 08/08/2014 High School Transcript
	<b>Received</b> 08/07/2014 Admissions College Transcript

## Satisfactory Academic Progress (SAP)

You can check your eligibility status on the Satisfactory Academic Progress page.

Welcome to Financial Aid!  
Use colleague self-service Financial Aid to assist in managing your Financial Aid package from submission to completion.

Select an Award Year: 2020/2021 Academic Year

**✓ Your most recent Satisfactory Academic Progress (SAP) evaluation has an SATISFACTORY status. Please contact your Financial Aid Counselor if you need further assistance.**

**Financial Aid Checklist Complete!**  
Congratulations! You've completed your Financial Aid checklist. You successfully completed all the items on your Financial Aid checklist.

**Student Finance Account Summary**

Amount Due	\$0.00
Amount Overdue	\$0.00
<b>Total Amount Due</b>	<b>\$0.00</b>

[Go to Account Summary](#)

**checklist:**

- ✓ completed Submit a Free Application for Federal Student Aid (FAFSA)
- ✓ completed Your application is being reviewed by the Financial Aid Office
- ✓ completed [Review and accept your financial aid award package](#)

**Resources**

**Form Links**

- [FAFSA Application](#)
- [Financial Aid Terms](#)
- [ACC Scholarship application](#)

**Helpful Links**

- [FAFSA Application](#)
- [NSAIS Information](#)

Pell Lifetime Eligibility Used: 0.000%

To view PCC's policy regarding satisfactory academic progress, please click here:

[Satisfactory Academic Progress Policy](#)

## Bookstore funds

View funds available at the bookstore:

**Student Finance**

- Account Summary
- Make A Payment
- Account Activity
- My Bookstore Available Funds**

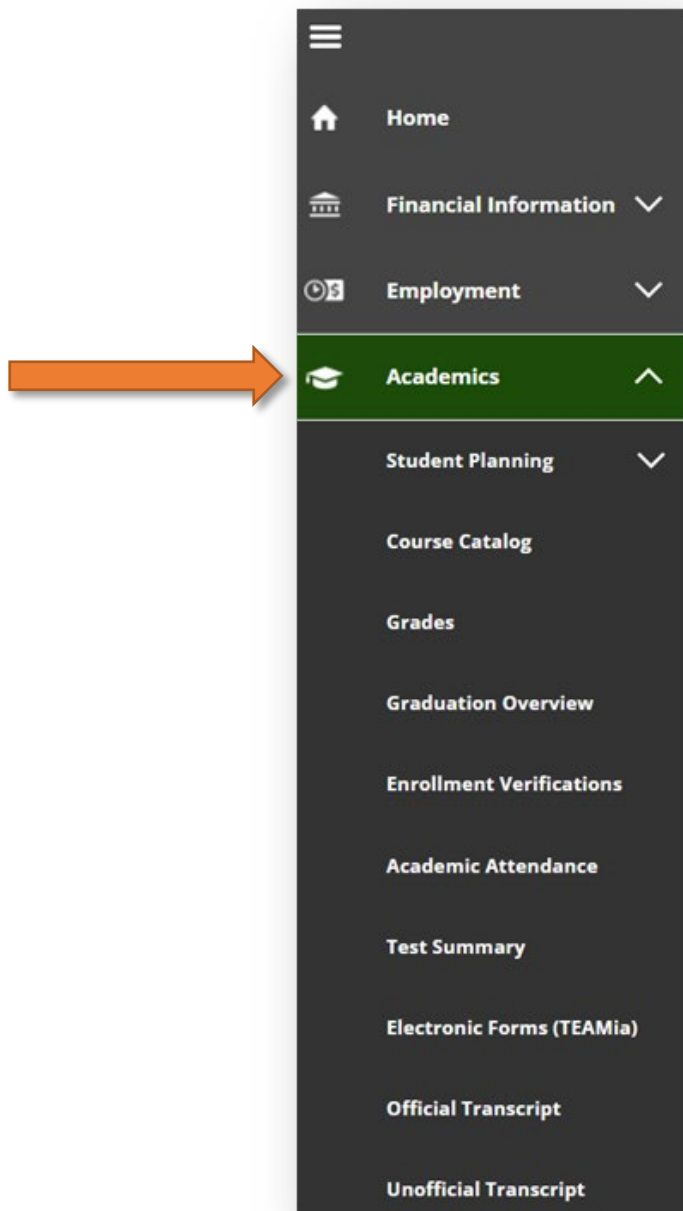
**My Bookstore Available Funds (Admin)**  
View your bookstore available funds information

Term: 2022SP

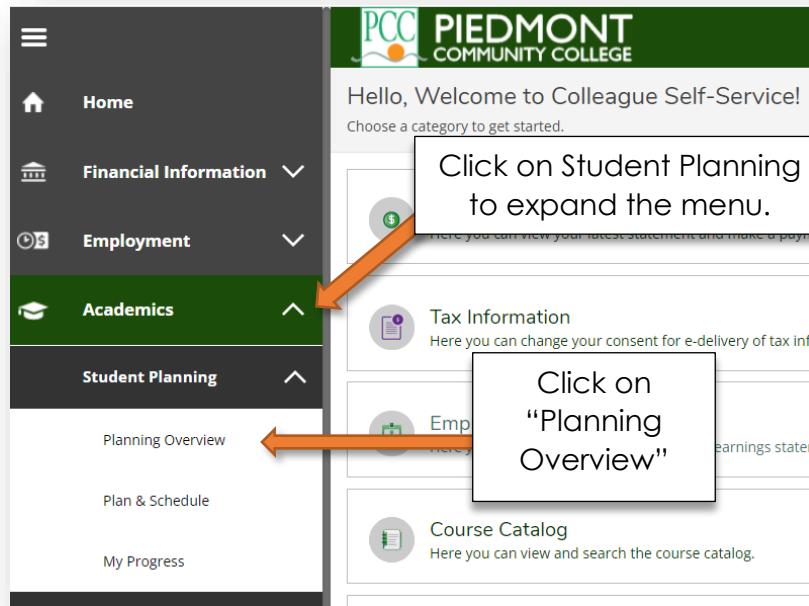
Max Limit Available	\$616.51
Books	\$616.51
Purchased	\$280.49
Books	\$280.49

## Academics

Click on "Academics" (academic cap icon) and the following submenu will appear:



## Student Planning (search for courses, plan your terms, and register for classes)





Click on "Go to My Progress":

[Academics](#) · [Student Planning](#) · [Planning Overview](#)


### Steps to Getting Started

There are many options to help you plan your courses and earn your degree. Her...

- **1** **View Your Progress**  
Start by going to My Progress to see your academic progress in your degree and search for courses.  
[Go to My Progress](#)
- **2** **Plan your Degree & Register for Classes**  
Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.  
[Go to Plan & Schedule](#)

This page shows the required courses that you need to complete your academic program. It also shows those classes that you have taken and those that you will need for your degree etc. If you have questions about your progress check with your advisor.



Accounting   
(3 of 3 programs)


View a New Program

Load Sample Course Plan

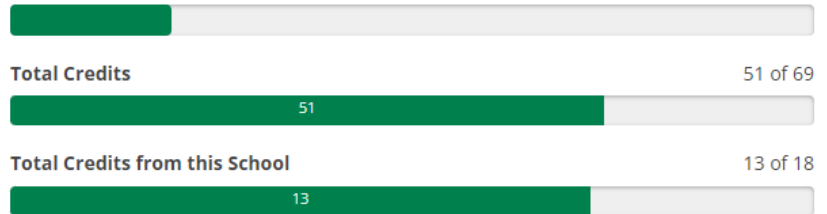
### At a Glance

 Print

**Cumulative GPA:** 2.308  
**Institution GPA:** 2.308 (0.000 required)  
**Degree:** Associate in Applied Science  
**Majors:** Accounting  
**Departments:** Accounting  
**Catalog:** 2017

 Program Completion must be verified by the Registrar.

#### Progress




**Description**  
 The Accounting curriculum is designed to provide s ... [more](#)

**Program Notes**  
[Show Program Notes](#)

### Requirements [Expand All](#)




#### General Education Requirements

Complete all of the following items.  **1 of 5 Completed.** [Hide Details](#)


#### General Education Requirements

Complete all of the following items.  **5 of 5 Completed.** [Hide Details](#)

##### A. English

Take 3 hours; from ENG-111  
 Complete all of the following items.  **1 of 1 Completed.** [Show Details](#)

##### B. Communication

Take 3 hours; from COM-231 ENG-115  
 Complete all of the following items.  **1 of 1 Completed.** [Show Details](#)

##### C. Humanities

TAKE 3 HOURS; FROM ART-111 ART-114 ART-115 ART-116 ART-117 DAN-110 DRA-111 DRA-122 HUM-110 HUM-115 HUM-120 HUM-121 HUM-150 HUM-160 HUM-211 HUM-212 HUM-230 MUS-110 MUS-112 MUS-210 MUS-211 PHI-210 PHI-215 PHI-230 PHI-240 REL-110 REL-211 REL-212 REL-221  
 Complete all of the following items.  **1 of 1 Completed.** [Show Details](#)

##### D. Social/Behavioral

TAKE 3 hours;from ANT-210 ANT-220 ECO-151 ECO-251 ECO-252 GEO-111 HIS-111 HIS-112 HIS-116 HIS-121 HIS-122 HIS-131 HIS-132 POL-120 POL-130 POL-220 PSY-150 SOC-210 SOC-213 SOC-220 SOC-225 SOC-240  
 Complete all of the following items.  **1 of 1 Completed.** [Show Details](#)

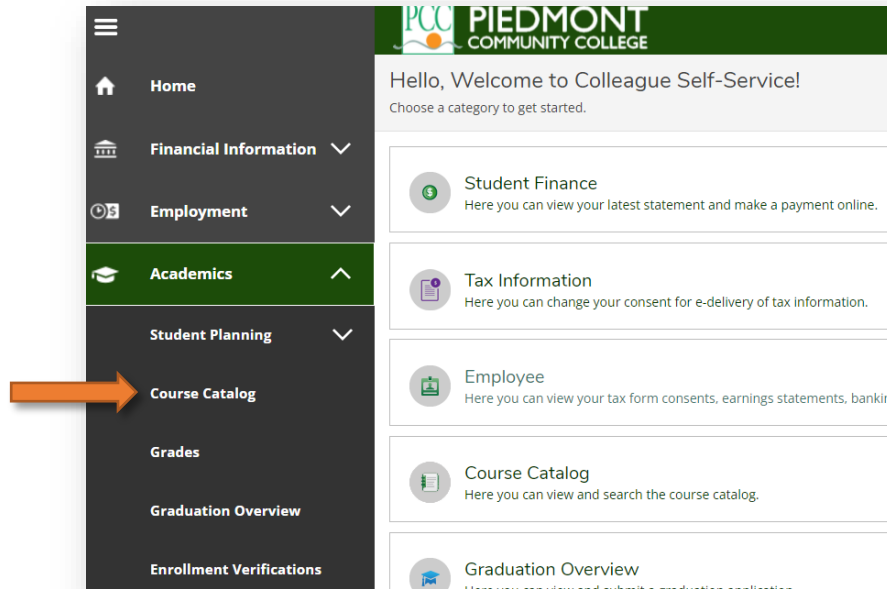
##### E. Mathematics

TAKE 3 hours; from MAT-140 MAT-171  
 Complete all of the following items.  **1 of 1 Completed.** [Show Details](#)

#### Major Requirements

## Course Catalog

Course Catalog only shows courses for the "active term" i.e., future terms that have been created. Also, the Course Catalog can be searched from the Self-Service landing page (no login required) or from inside your Self-Service Account. Same procedures apply. Below is how to search from inside Self Service.



To check on courses offered Click on "Course Catalog" and the following will appear.

The screenshot displays the 'Academics - Course Catalog' page. At the top, there is a search bar labeled 'Search for Courses and Course Sections' with a search icon. Below this, there are two tabs: 'Subject Search' (selected) and 'Advanced Search'. A callout box on the left says 'Click on "Advanced Search" to open the following screen for more searching options' with an arrow pointing to the 'Advanced Search' tab. Another callout box on the right says 'Search for a specific course' with an arrow pointing to the search bar. A third callout box at the bottom says 'Note that you can search for a particular subject area here or click on the subject if you know it' with an arrow pointing to the 'Search for a course subject: Type a subject...' input field. Below the input field is a list of subject areas: Academic Related, Accounting, Agriculture, Animal Science, Art, Automation & Robotics, Baking and Pastry Arts, Biology, and Blueprint Reading.



Search for Courses and Course Sections

Search for courses...

Subject Search **Advanced Search**

**Catalog Advanced Search**

Term:  Meeting Start Date:  Meeting End Date:

Courses And Sections

Subject:

Subject:

Subject:

[+ Add More...](#)

Days Of Week

Sunday  Monday  Tuesday  Wednesday

Thursday  Friday  Saturday

Location:

Academic Level:

Time Starts by:  Time Ends by:

Course Type:

[Clear](#) [Search](#)

You can search by term, course, day of week, location, etc.

Shown below is an example advanced search result for the following criteria: Term (2022 Spring Semester), Course – AGR (Agriculture), & Location (Caswell County Campus)

Academics · Course Catalog

Search for Courses and Course Sections

Search for courses...

[Back to Course Catalog](#)

Advanced Search Selection: AGR

Filters Applied: [Caswell County Campus](#) [Spring Semester 2022](#)

**Filter Results** [Hide](#)

**Availability**

Open and Waitlisted Sections

Open Sections Only

**Subjects**

Agriculture (6)

**Locations**

Caswell County Campus (6)

**Terms**

Spring Semester 2022 (6)

**Days of Week**

Sunday (6)

Monday (6)

Tuesday (6)

Wednesday (6)

Thursday (6)

Friday (6)

Saturday (6)

**Time of Day**

Starts by:  Ends by:

**AGR-111 Basic Farm Maintenance (2 Credits)** [Add Course to Plan](#)

This course covers fundamentals of maintenance and repair of farm facilities and equipment. Topics include safe use of hand tools and farm machinery, carpentry, concrete, painting, wiring, welding, plumbing, and calculating costs and materials needed. Upon completion, students should be able to answer theoretical questions on topics covered and assist with maintenance and repair of farm facilities and equipment.

**Requisites:**  
None

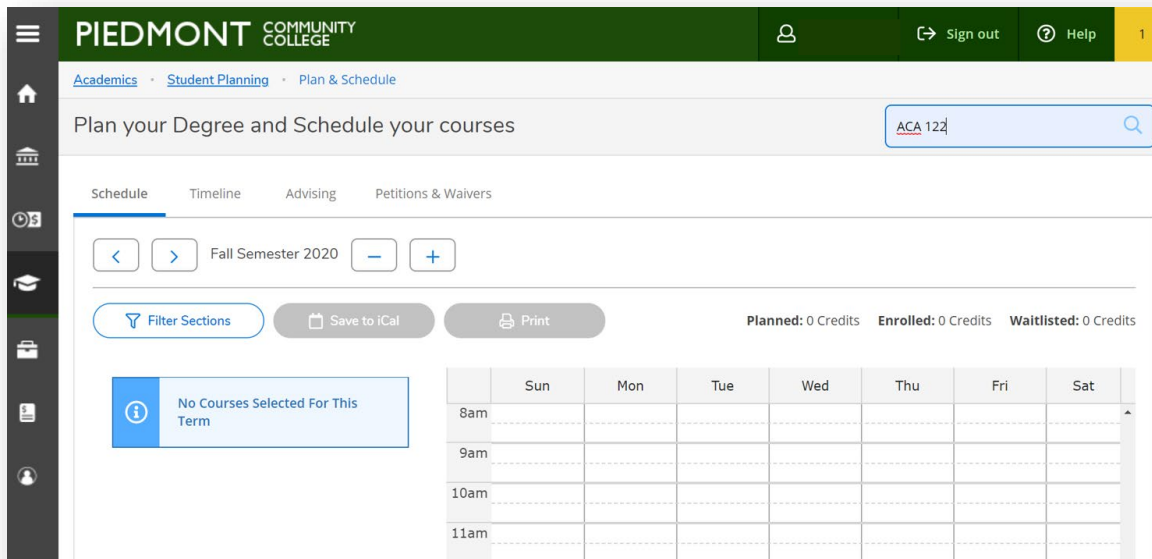
[View Available Sections for AGR-111](#)

Spring Semester 2022

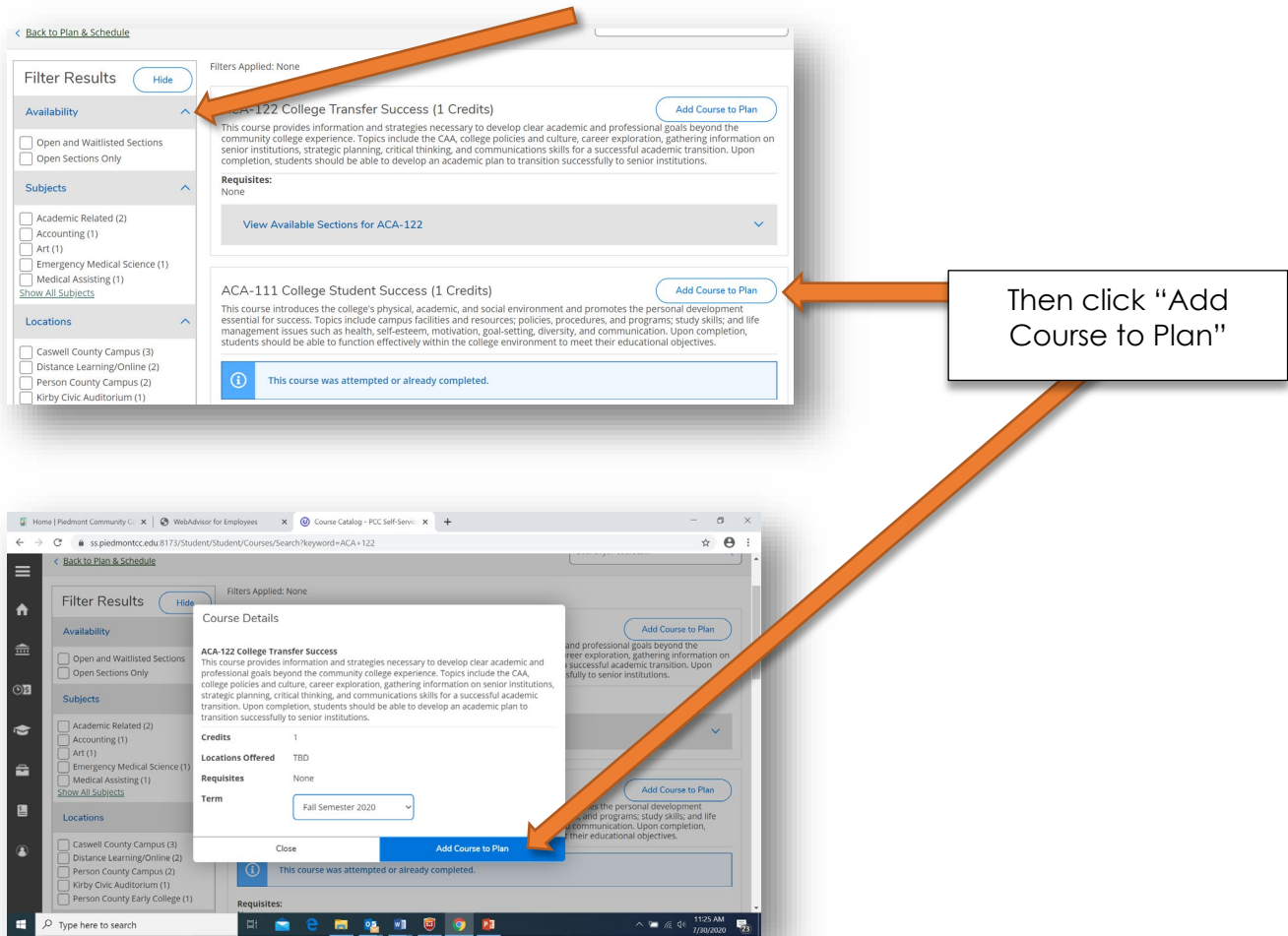
Seats	Times	Locations	Instructors
8	M/W 12:00 PM - 1:40 PM 1/5/2022 - 5/7/2022	Caswell County Campus, K Bldg, Caswell County Campus 151 Classroom Hours	Watlington, J (Classroom Hours, Lab/Shop Hours)
	M/T/W/Th/F/Sa/Su TBD 1/5/2022 - 5/7/2022	Caswell County Campus, Distance Learning/Online ONLINE Lab/Shop Hours	

# Course Registration

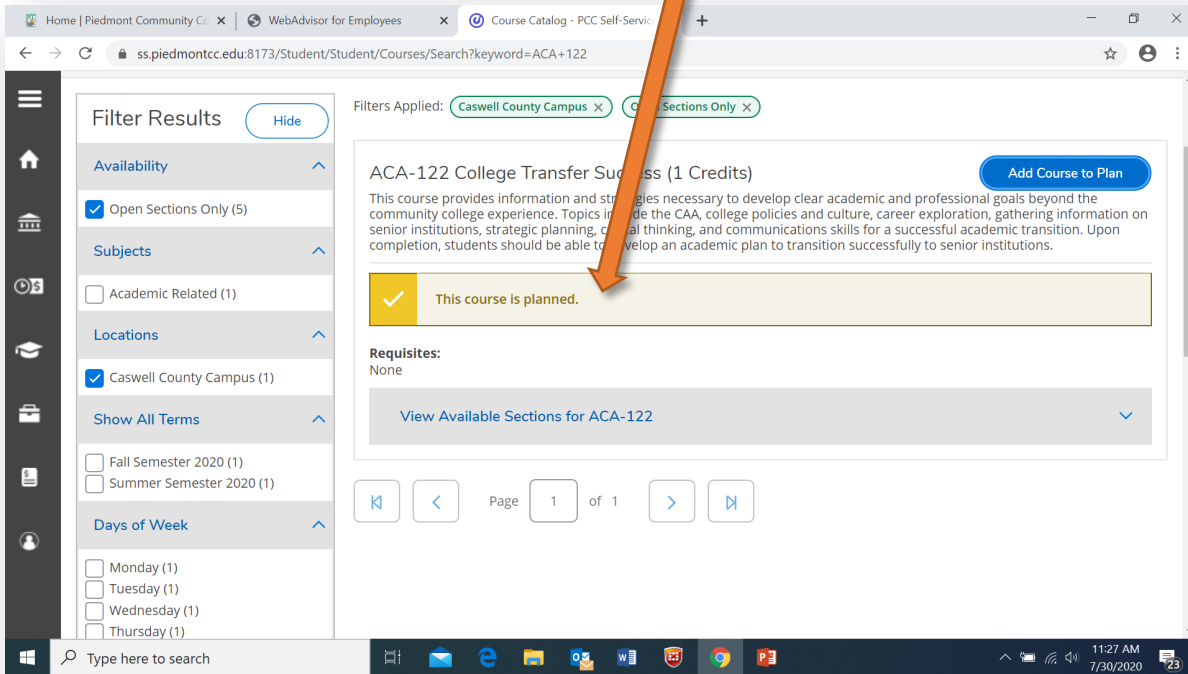
To register for classes, click on the Schedule tab:



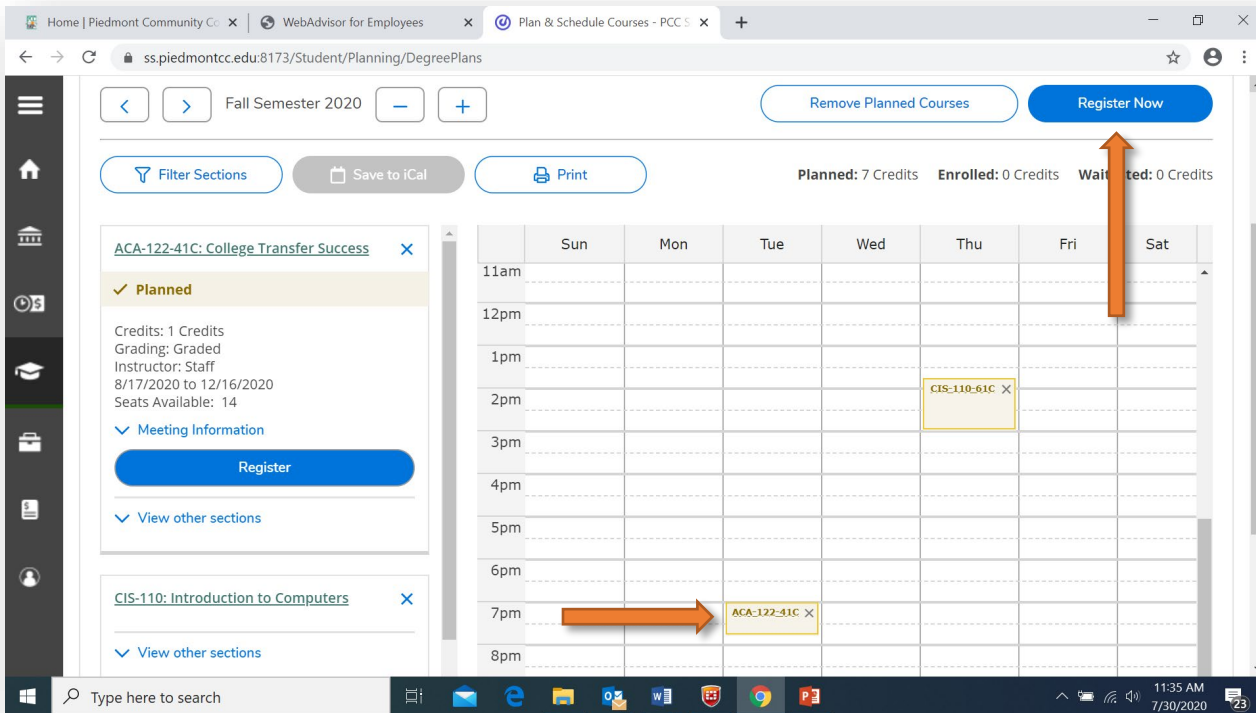
This screen will appear, search for a course by subject, location, time, etc.



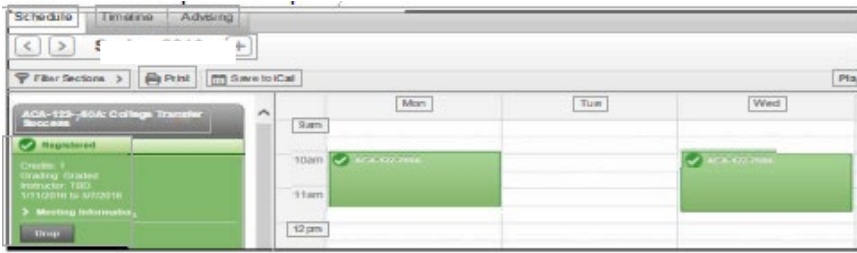
This screen will appear to show the course is "planned":



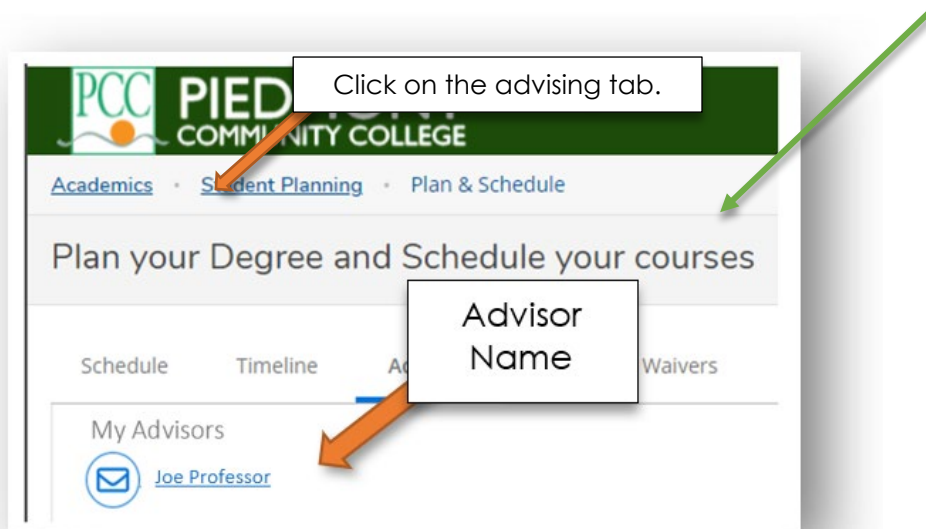
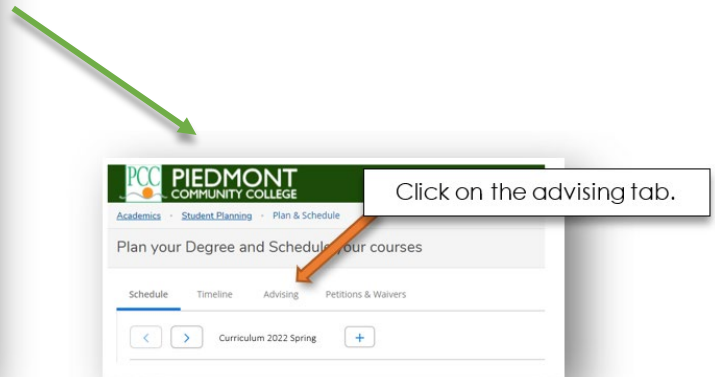
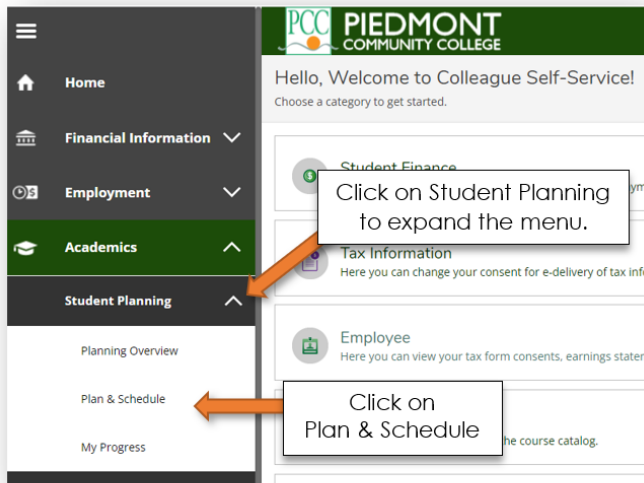
Your selected course will appear on your schedule as a bright yellow "planned course". Then click "Register Now":



Your course will then show in your schedule:



## How to Find Your Advisor



# Grades

Click on "Grades" (either link) to view your grades, by term, for every class taken at PCC.

The dashboard shows a grid of service tiles. The 'Grades' tile is located in the second row, second column of the grid. The text on the 'Grades' tile reads: 'Grades Here you can view your grades by term.'

The table displays the following data for the Fall Semester 2020 (8/17/2020-12/16/2020):

Course Section	Title	Credits	Final Grade	Midterms
ACC-120-71 8/17/2020 - 12/16/2020	Prin of Financial Accounting	4	B	C
ACC-129-71 8/17/2020 - 12/16/2020	Individual Income Taxes	3	A	C

Course Section, Title, Final Grade, Midterm Grade and Credits are listed for each course by term.

## Enrollment Verifications

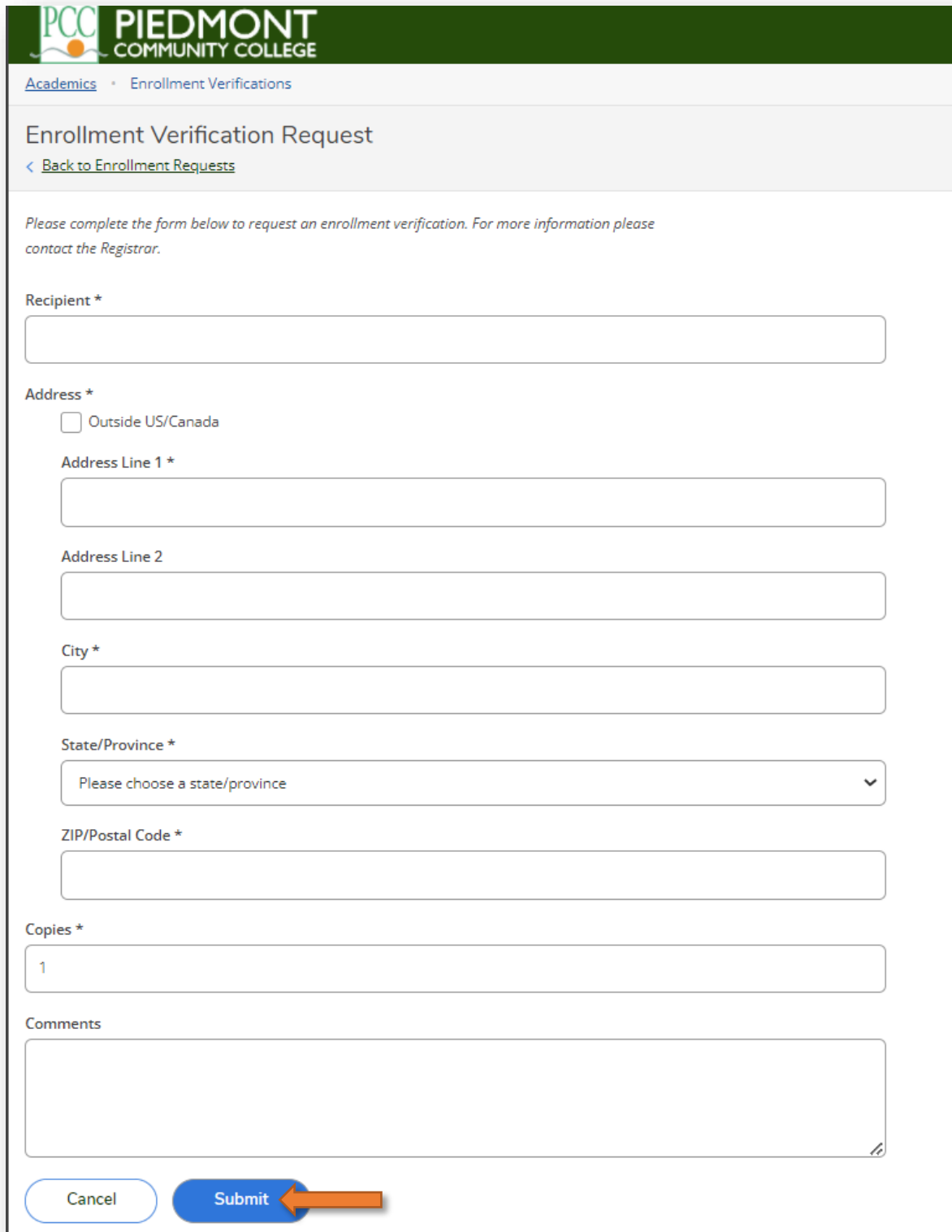
Students can request Enrollment Verifications in Self-Service.

The screenshot shows the Piedmont Community College Self-Service portal. The left sidebar contains a navigation menu with items: Home, Financial Information, Employment, Academics, Student Planning, Course Catalog, Grades, Graduation Overview, Enrollment Verifications (highlighted with an orange arrow), Academic Attendance, Test Summary, Electronic Forms (TEAMia), Official Transcript, and Unofficial Transcript. The main content area displays a grid of service tiles. The 'Enrollment Verifications' tile, located in the second row, second column, is highlighted with an orange arrow. The tile text reads: 'Enrollment Verifications. Here you can view and request an enrollment verification.'

On this screen you can add a request or see what requests are on file:

The screenshot shows the 'Enrollment Verification Requests' page. The breadcrumb trail is 'Academics > Enrollment Verifications'. The page title is 'Enrollment Verification Requests'. Below the title, there is a section with the heading 'Enrollment Verification Requests' and a blue button labeled 'Add New Request'. Below this, a blue message box with an information icon contains the text 'No enrollment verification requests on file'. An orange arrow points from the 'Add New Request' button to this message box. At the bottom of the page, there is a copyright notice: '© 2000-2022 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)'.

To add a new request, fill out the required information and click "submit":



The screenshot shows the 'Enrollment Verification Request' form on the Piedmont Community College website. The form is titled 'Enrollment Verification Request' and includes a breadcrumb trail: 'Academics > Enrollment Verifications'. Below the title is a link to '< Back to Enrollment Requests'. A note states: 'Please complete the form below to request an enrollment verification. For more information please contact the Registrar.' The form fields are as follows:

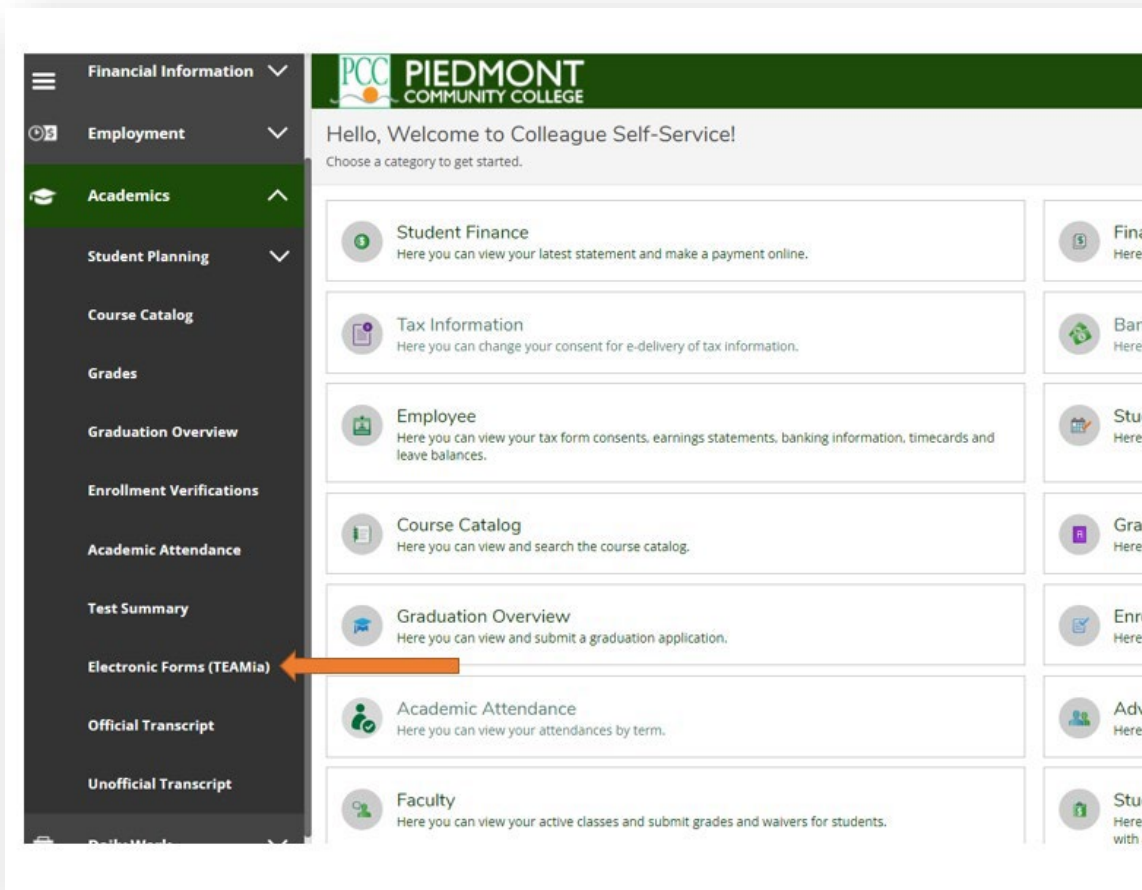
- Recipient \***: A text input field.
- Address \***: A section containing:
  - An unchecked checkbox for 'Outside US/Canada'.
  - Address Line 1 \***: A text input field.
  - Address Line 2**: A text input field.
  - City \***: A text input field.
  - State/Province \***: A dropdown menu with the text 'Please choose a state/province' and a downward arrow.
  - ZIP/Postal Code \***: A text input field.
- Copies \***: A text input field containing the number '1'.
- Comments**: A large text area for additional information.

At the bottom of the form are two buttons: 'Cancel' and 'Submit'. An orange arrow points to the 'Submit' button.

Once the request is received in the Records office, items are processed, printed, and forwarded to the designated recipient listed on the initial request.

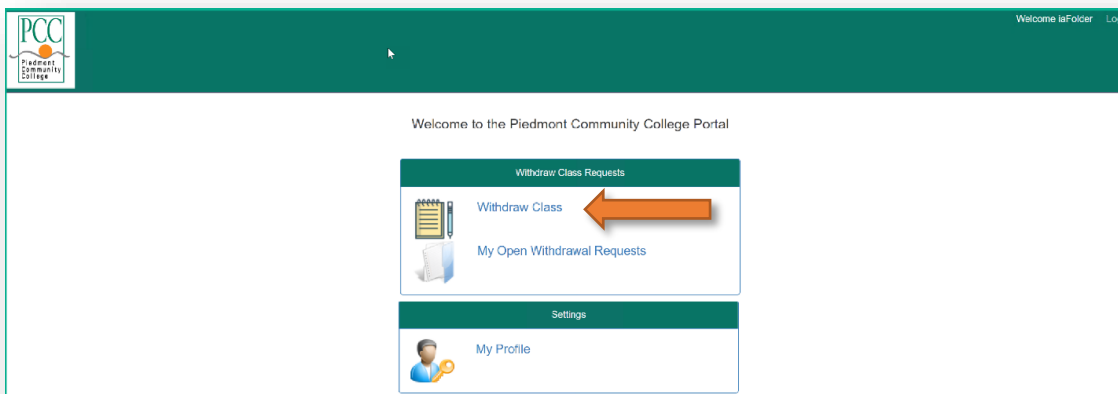
## Submitting Electronic Forms

To submit a student change form or a class withdrawal form, click on "Electronic Forms (TEAMia):



## Class Withdrawal Request

Click on the option to "Withdraw Class"





The list of courses you are registered for will display. Select the course you would like to withdraw from and click "CONTINUE":

Instructions:  
Select the course you want to withdraw from and click the continue button.

CourseName	SectionNumber	CourseTitle	CourseCredits	InstructorName
BUS-121	71	Business Math	3.00	W...
CIS-110	71	Introduction to Computers	3.00	Da...
MKT-220	71	Advertising and Sales Promotio	3.00	Wit...

1 - 3 of 3 items

The Class Withdraw Detail Screen will display. Most fields are pre-populated. You will need to enter the Withdrawal Reason from the drop-down selection (required) and click Save.

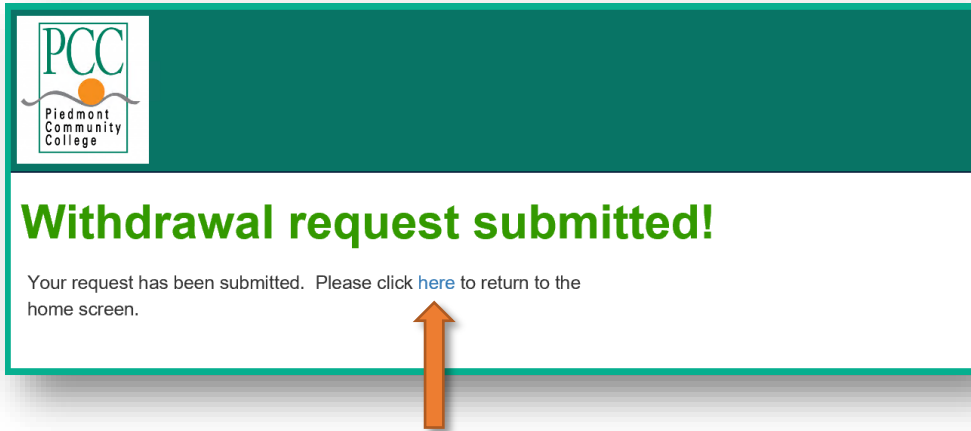
Student ID: 9999999  
Student Name: Sally Student  
Student Email: [Redacted]  
Term: 2021SP  
Withdrawal Reason: [Dropdown Menu]  
Courses:  

Course Number	Section Number	CourseName	Course Credits	Instructor Name
BUS-121	71	Business Math	3.00	

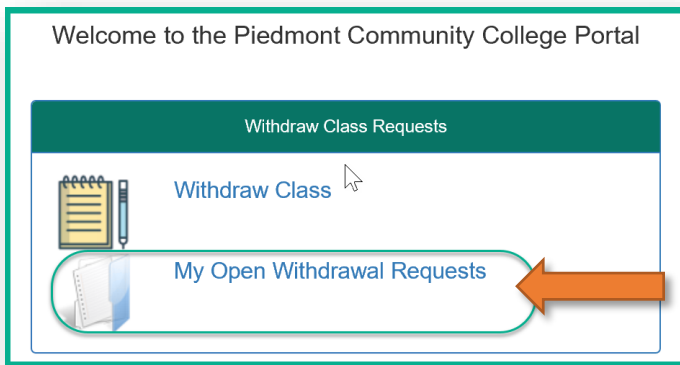
  
Credit Hours Before: 9.00      Credit Hours After: 6.00  
Comments: [Text Area]

Optional - enter any additional information you feel your instructor may need to know

Once you have saved the information, the confirmation screen will display. The withdrawal form has been sent to the instructor. To return to the home page, click on the PCC logo or click 'here'.



Once the request has been approved by the instructor, a confirmation email will be sent to your PCC student email address. To view the status of your request, click My Open Withdrawal Requests link from the home page.

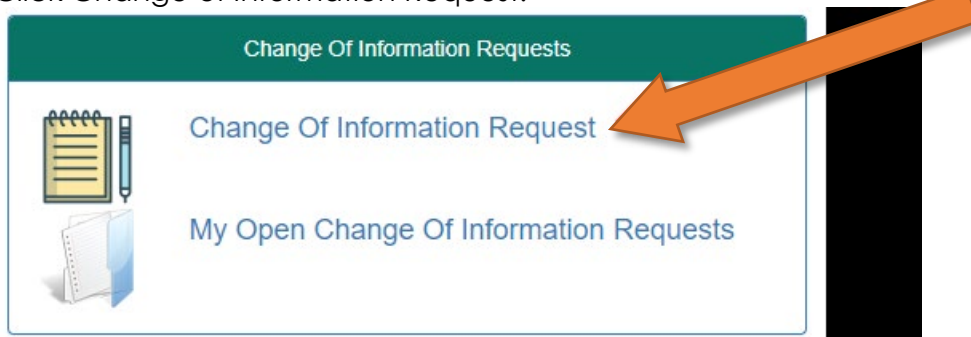


To view the list of withdrawal requests and status of each, click on the view details icon.

The screenshot shows a table titled "My Withdrawal Class Requests". The table has columns for Id, Date Created, Status, and Summary. There are three rows of data. A green arrow points to a circular icon with a magnifying glass in the right-hand corner of the table, which is used to view details for a specific request.

Id	Date Created	Status	Summary
82	07/28/2021	Awaiting Instructor Approval	Student Withdrawal Class -
81	07/26/2021	Awaiting Student Completion	Student Withdrawal Class -
80	07/26/2021	Approved by Instructor. Awaiting Registration Approval	Student Withdrawal Class -

Change of Information Form (Address update, name changes, SSN, and change of major)  
Click Change of Information Request:



The request page will display the items to be completed. Click on the arrow beside "Enter Information" to create your request.

Last Name	Student
First Name	Sally
Colleague ID	9999999

Actions	
Status	Information
Not Started	▶ *Enter Information
Not Started	▶ *Upload Supporting Documentations
Not Started	▶ *Send to Admissions

Attachments		
Attachment ...	Name	Attachment Actions

Complete the necessary information on the form then click **Save and Continue**.

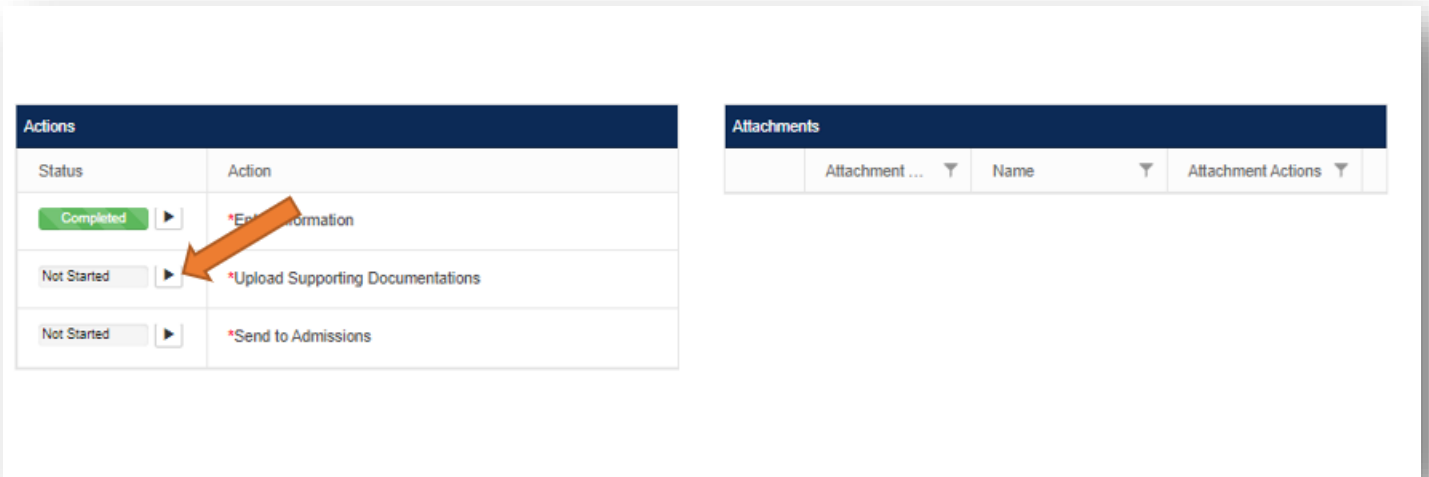
Once you have completed the form, click the "SAVE AND CONTINUE" button.

Click here to change the page size

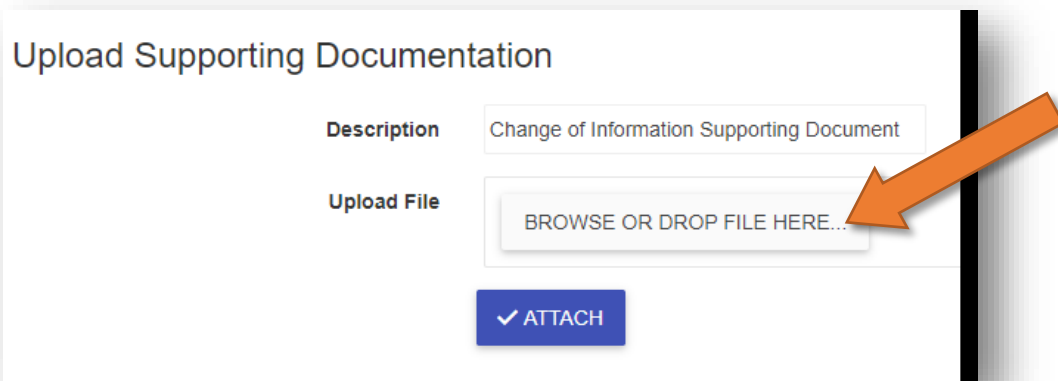
Click here to zoom in and out

The screenshot shows the "Student Change of Information" form on the Piedmont Community College website. The form includes a header with the PCC logo and "Welcome PIEDMONT". Below the header, there are "SAVE AND CONTINUE" and "CANCEL" buttons. A navigation bar shows "1 / 1" and "Auto" for page size. The main form area is titled "Piedmont Community College Admissions and Records Student Change of Information" and is dated "Updated 9/2021". It contains several sections: "Name" (LAST, FIRST, MIDDLE), "PCC Student ID#:" and "Date of Birth:", "CHANGES TO BE PROCESSED: (Only complete the sections to be changed)", "NEW NAME" (LAST, FIRST, MIDDLE), "NEW MAILING ADDRESS" (NUMBER, STREET, APT #, CITY, STATE, ZIP CODE, New E-mail Address, New Home Phone, New Cell Phone, New Work Phone), and "Copy of Social Security Card and photo ID must be attached for SSN change." (INCORRECT SOCIAL SECURITY NUMBER TO BE REMOVED, CORRECT SOCIAL SECURITY NUMBER TO BE ADDED). At the bottom, there are "SAVE AND CONTINUE" and "CANCEL" buttons.

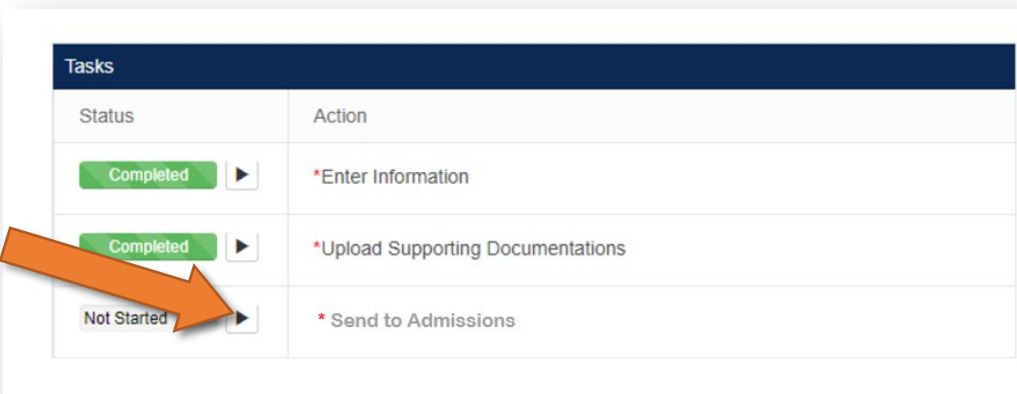
If documentation is required, then click the arrow box beside "Upload Supporting Documentation."



Click Browse or Drop File Here to upload the document. Once uploaded, click the Attach button.



Once you have completed the form and uploaded the documentation, click the arrow box beside Send to Admissions to submit the request.

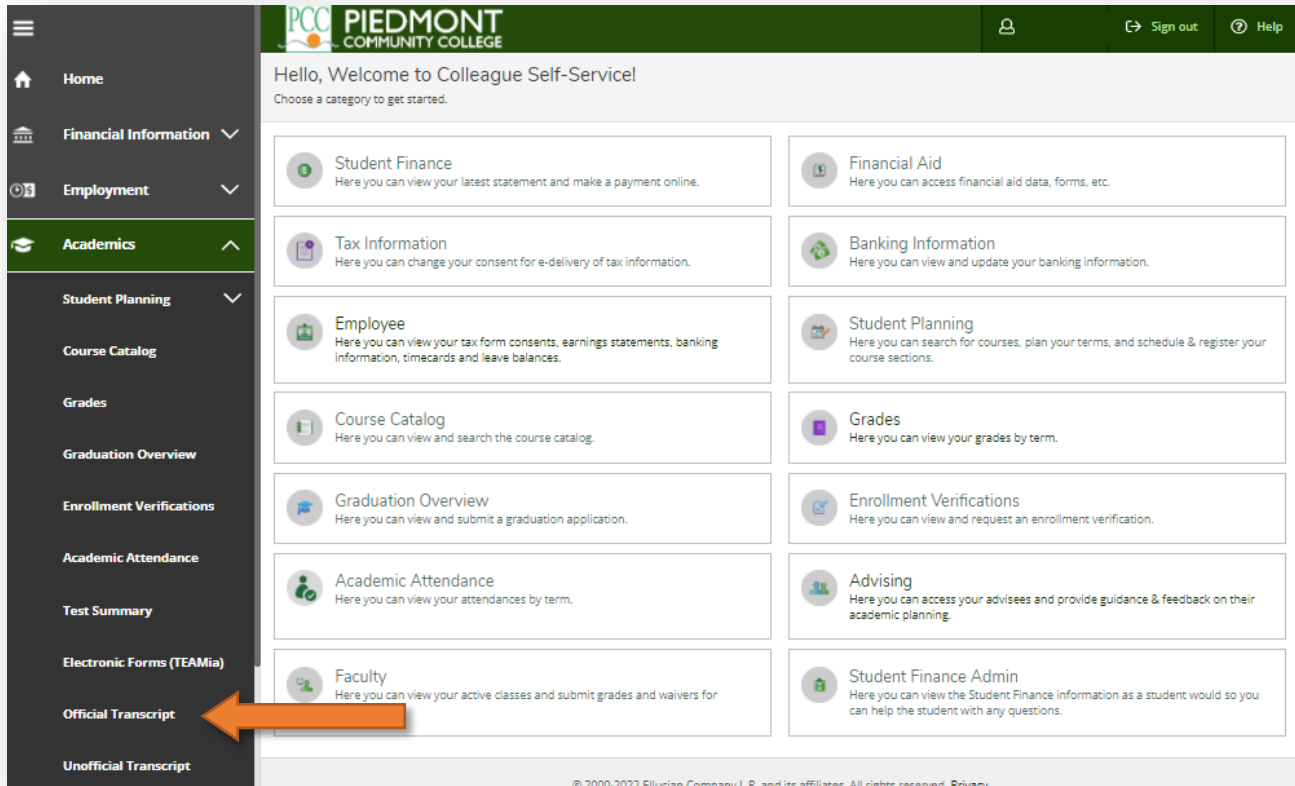


## Transcripts

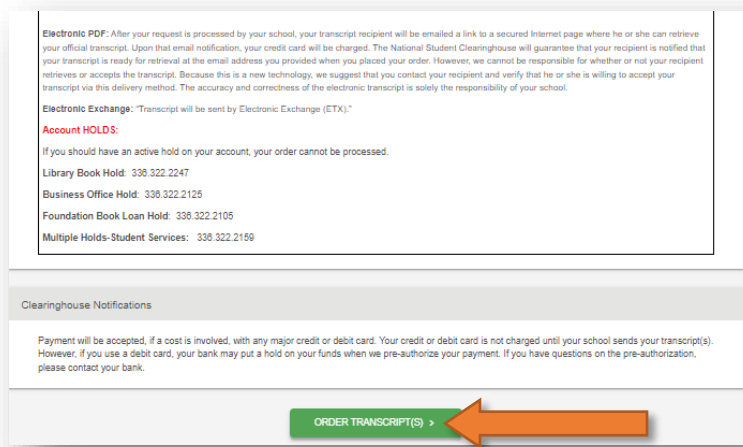
Students have access to their official and unofficial transcripts through Self-Service.

### Official Transcripts

PCC has authorized the National Student Clearinghouse to provide official college transcript ordering on the National Student Clearinghouse (NSCH) secured website. Click on "Official Transcript". You will then be directed to the NSCH website to request your official transcript



Click "Order Your Transcripts" and follow the prompts on the screen (you may choose to have your transcript sent electronically, mailed, or held for pickup – instructions are on this screen):



## Unofficial Transcripts

Students may also access their unofficial transcripts through self-service at no charge.

The screenshot shows the 'Colleague Self-Service' portal for Piedmont Community College. The left sidebar contains a navigation menu with 'Unofficial Transcript' highlighted at the bottom, indicated by an orange arrow. The main content area displays a grid of service tiles for various categories like Student Finance, Financial Aid, Tax Information, Banking Information, Employee, Student Planning, Course Catalog, Grades, Graduation Overview, Enrollment Verifications, Academic Attendance, Advising, Faculty, and Student Finance Admin.

This screenshot shows the 'Unofficial Transcript' page. A yellow banner with a warning icon states: "These documents are unofficial and should not replace the official signed and sealed transcript provided by the registrar." Below this, there are two transcript options: "Continuing Ed Transcript Transcript" and "Curriculum Transcript Transcript". An orange arrow points from a callout box to the "Continuing Ed Transcript Transcript" option, and another orange arrow points from a callout box to the "Curriculum Transcript Transcript" option.

This is reminder that you are viewing an unofficial transcript.

Click here to choose which transcript you want to view or print.

Course, Title of Course, Final Grade, Hours Attempted and Completed, Dates, Academic Standing are listed by term. You can then download the .pdf to save or print.

Curriculum: Noncourse Works								
Course	Title/Comments			Att Cred	Cmpl Cred	Course Date		
MEC-111	Machine Processes I			0.00	3.00	08/16/21		
The total Noncourse cred:				0.00	3.00			
Course	Title/Comments	Grd	Repeat	Hrs Att	Hrs Cmpl	Grade Points	Course Dates	Shell Crs
-----								
Fall Semester 2019								
ACA-122*A	College Transfer Success	F		1.00	0.00	0.00	09/05/19-12/16/19	
ATR-112	Intro to Automation	A		3.00	3.00	12.00	08/15/19-12/16/19	
CIS-110*A	Introduction to Computers	C		3.00	3.00	6.00	08/15/19-12/16/19	
ENG-111*U	Writing and Inquiry	W		3.00	0.00	0.00	08/15/19-12/16/19	
MAT-171*U	Precalculus Algebra	C		4.00	4.00	8.00	08/15/19-12/16/19	
MNT-110	Intro to Maint Procedures	A		2.00	2.00	8.00	08/15/19-12/16/19	
Term Totals:				16.00	12.00	34.00	GPA = 2.615	
Cumulative Totals:				16.00	15.00	34.00	GPA = 2.615	
Spring Semester 2020								
COM-231*U	Public Speaking	WE		3.00	0.00	0.00	01/08/20-05/09/20	
HUM-115*A	Critical Thinking	F		3.00	0.00	0.00	01/08/20-05/09/20	
HYD-110	Hydraulics/Pneumatics I	A		3.00	3.00	12.00	01/08/20-05/09/20	
MEC-130	Mechanisms	A		3.00	3.00	12.00	01/08/20-05/09/20	
PSY-150*U	General Psychology	D		3.00	3.00	3.00	01/08/20-05/09/20	
Term Totals:				15.00	9.00	27.00	GPA = 2.250	
Cumulative Totals:				31.00	24.00	61.00	GPA = 2.440	
Summer Semester 2020								
ELC-117	Motors and Controls	A		4.00	4.00	16.00	05/18/20-07/16/20	
Term Totals:				4.00	4.00	16.00	GPA = 4.000	
Cumulative Totals:				35.00	28.00	77.00	GPA = 2.655	
Academic Standing: Good Standing								
Fall Semester 2020								
ACA-122*A	College Transfer Success	C		1.00	1.00	2.00	08/17/20-12/16/20	
BPR-111	Print Reading	A		2.00	2.00	8.00	08/17/20-12/16/20	
DFT-119	Basic CAD	A		2.00	2.00	8.00	08/17/20-12/16/20	
ELC-112	DC/AC Electricity	A		5.00	5.00	20.00	08/17/20-12/16/20	
ISC-170	Problem-Solving Skills	A		3.00	3.00	12.00	08/17/20-12/16/20	
Term Totals:				13.00	13.00	50.00	GPA = 3.846	
Cumulative Totals:				48.00	41.00	127.00	GPA = 3.024	
Academic Standing: Dean's List								
Spring Semester 2021								
COM-231*U	Public Speaking	W		3.00	0.00	0.00	01/06/21-05/08/21	
ELC-113	Residential Wiring	A		4.00	4.00	16.00	01/06/21-05/08/21	
ENG-111*U	Writing and Inquiry	W		3.00	0.00	0.00	01/06/21-05/08/21	
HUM-115*A	Critical Thinking	F		3.00	0.00	0.00	01/06/21-05/08/21	
ISC-112	Industrial Safety	B		2.00	2.00	6.00	01/06/21-05/08/21	
Term Totals:				15.00	6.00	22.00	GPA = 2.444	
Cumulative Totals:				63.00	47.00	149.00	GPA = 2.922	

For additional assistance utilizing self-service, please contact Student Development at (336) 322-2159.