



# PIEDMONT

COMMUNITY COLLEGE

## Self-Service Student Guide (as of 11/20/2024)

Piedmont Community College  
PO Box 1197  
1715 College Drive  
Roxboro, NC 27573  
(336) 599-1181  
[www.piedmontcc.edu](http://www.piedmontcc.edu)

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## 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 log in with your network user account (PCCAD). This is the same log in you use to access your PCC email account.

Need assistance? Click here: <https://piedmontcc.edu/it/it-login-information/>

### What if I forget my password?

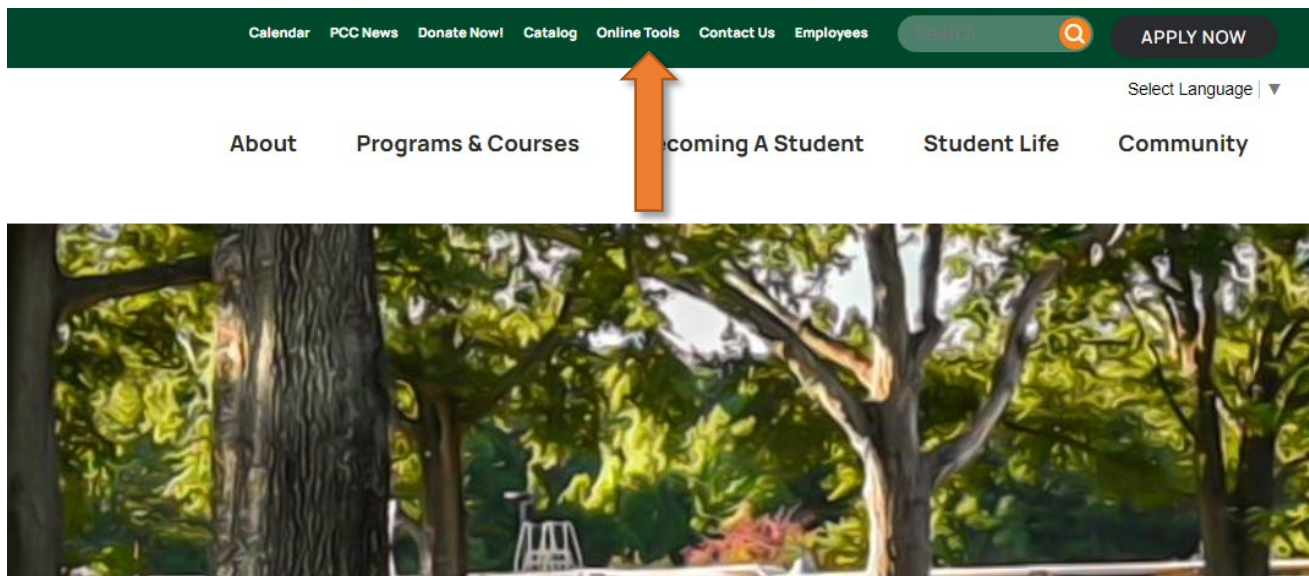
If you forget your password, go to this link to reset it: <https://reset.piedmontcc.edu/PasswordReset/>

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) 322-2300 or email [studenthelpdesk@piedmontcc.edu](mailto:studenthelpdesk@piedmontcc.edu).

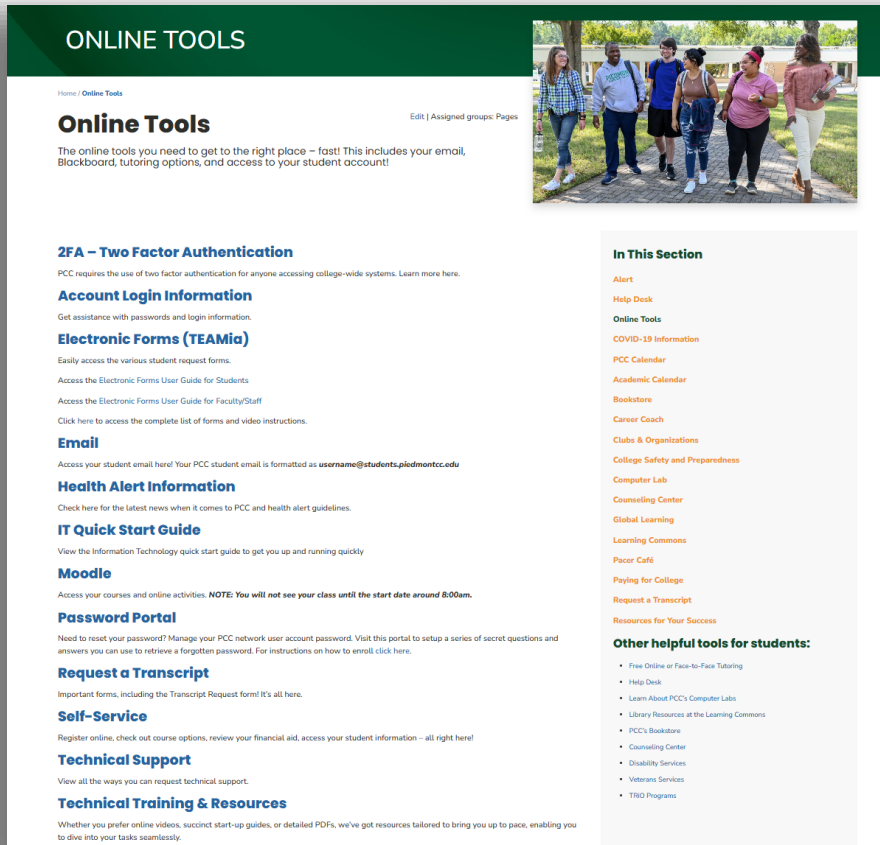
## Logging into Self-Service

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.



## ONLINE TOOLS

Home / Online Tools Edit | Assigned groups: Pages

### Online Tools

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

**2FA – Two Factor Authentication**  
PCC requires the use of two factor authentication for anyone accessing college-wide systems. Learn more here.

**Account Login Information**  
Get assistance with passwords and login information.

**Electronic Forms (TEAMia)**  
Easily access the various student request forms.  
Access the Electronic Forms User Guide for Students  
Access the Electronic Forms User Guide for Faculty/Staff  
Click here to access the complete list of forms and video instructions.

**Email**  
Access your student email here! Your PCC student email is formatted as `username@students.piedmontcc.edu`

**Health Alert Information**  
Check here for the latest news when it comes to PCC and health alert guidelines.

**IT Quick Start Guide**  
View the Information Technology quick start guide to get you up and running quickly

**Moodle**  
Access your courses and online activities. **NOTE: You will not see your class until the start date around 8:00am.**

**Password Portal**  
Need to reset your password? Manage your PCC network user account password. Visit this portal to setup a series of secret questions and answers you can use to retrieve a forgotten password. For instructions on how to enroll click here.

**Request a Transcript**  
Important forms, including the Transcript Request form! It's all here.

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

**Technical Support**  
View all the ways you can request technical support.

**Technical Training & Resources**  
Whether you prefer online videos, succinct start-up guides, or detailed PDFs, we've got resources tailored to bring you up to pace, enabling you to dive into your tasks seamlessly.

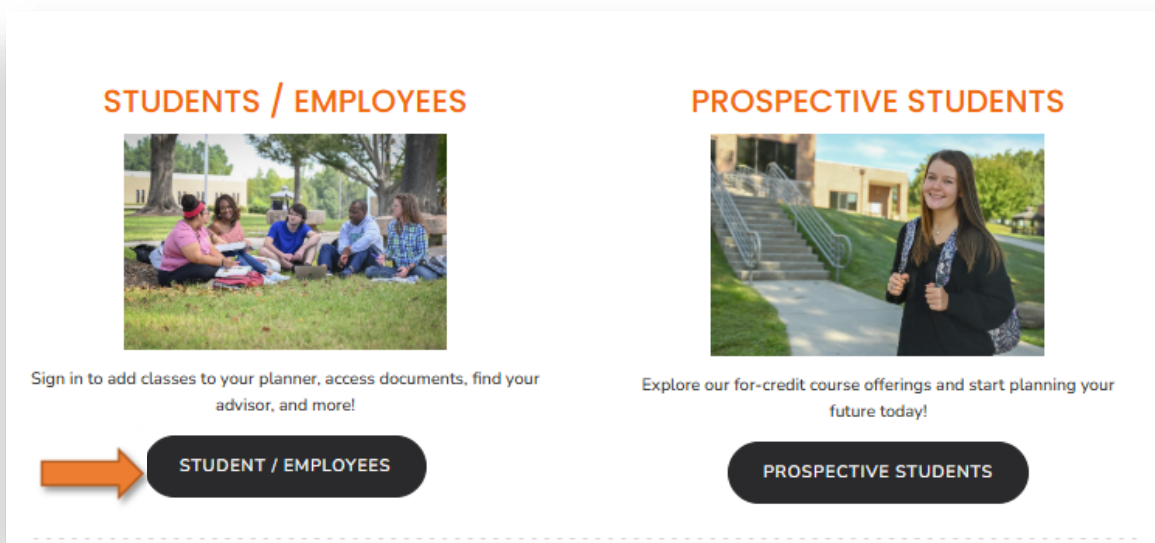
### In This Section

- 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:**

- Free Online or Face-to-Face Tutoring
- Help Desk
- Learn About PCC's Computer Labs
- Library Resources at the Learning Commons
- PCC's Bookstore
- Counseling Center
- Disability Services
- Veterans Services
- TRIO Programs

Click “STUDENT/EMPLOYEES”




## STUDENTS / EMPLOYEES



Sign in to add classes to your planner, access documents, find your advisor, and more!

**STUDENT / EMPLOYEES**

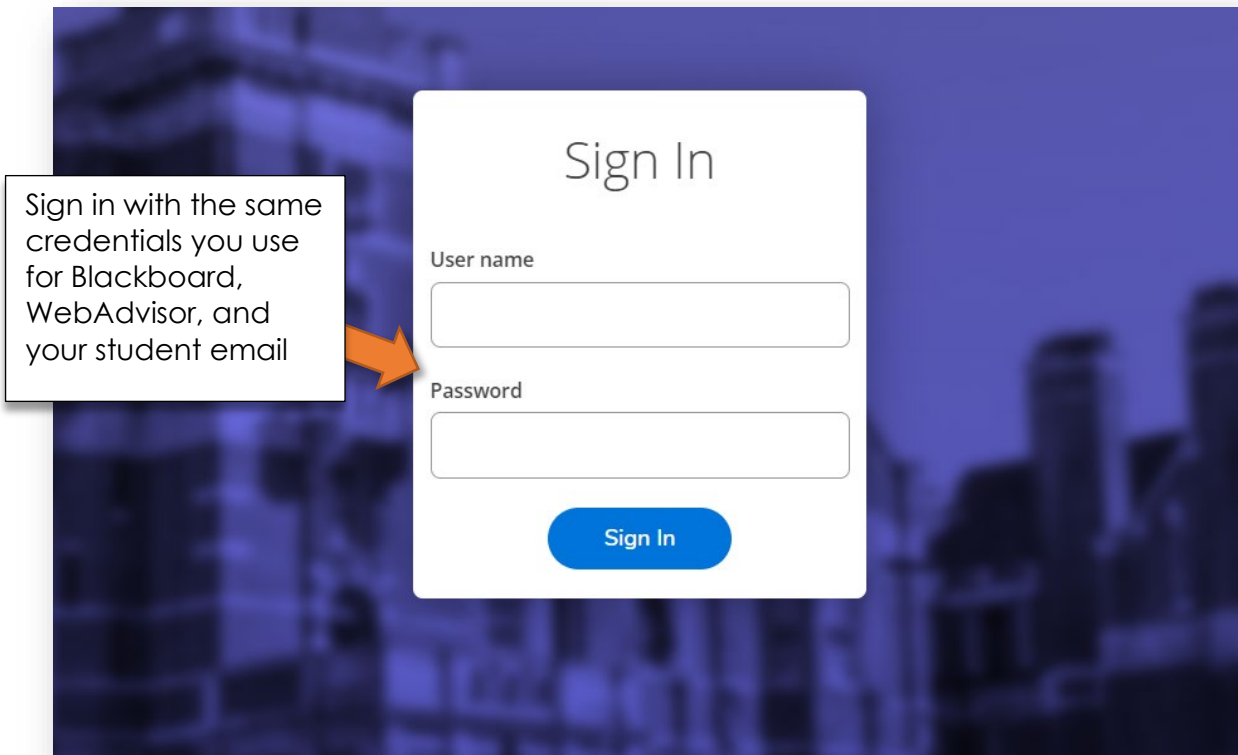
## PROSPECTIVE STUDENTS



Explore our for-credit course offerings and start planning your future today!

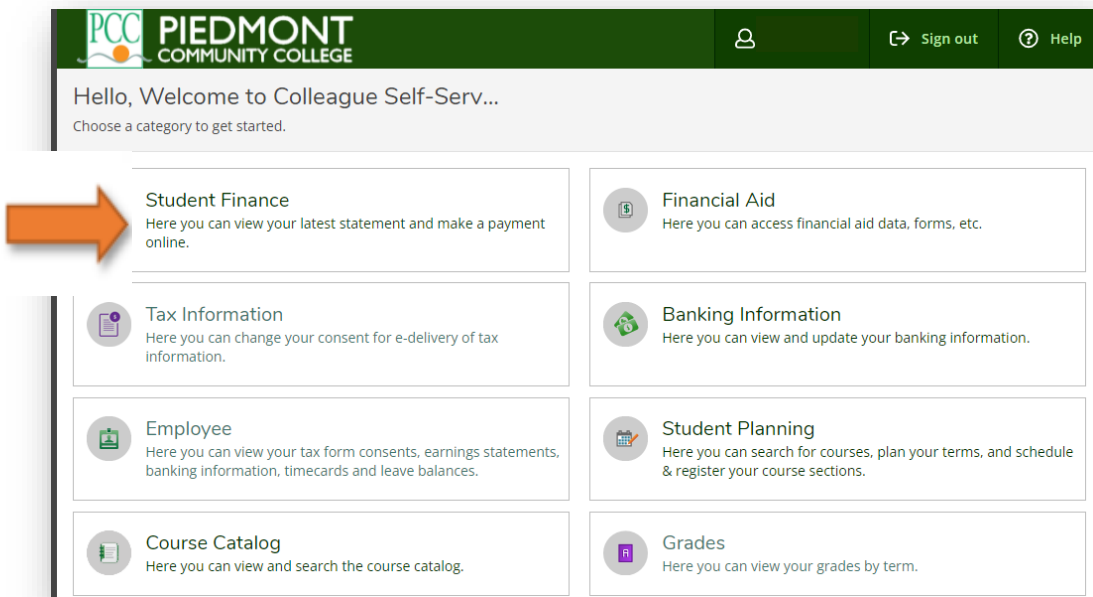
**PROSPECTIVE STUDENTS**





## 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](#)

**Charges** \$1,300.79 - **Payments** \$25.00 - **Financial Aid** \$3,173.00 + **Refunds** \$1,897.21 = **Balance** \$0.00

[Expand All](#)

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

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

Click here to expand and get more details.

Click here to view your statement



## Student Statement

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

Student Statement

Piedmont Community College  
P O Box 1197  
Roxboro, NC 27573

Name	[REDACTED]
Student ID	[REDACTED]
Total Balance	[REDACTED]
Total Amount Due	\$0.00
Amount Enclosed	

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>
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

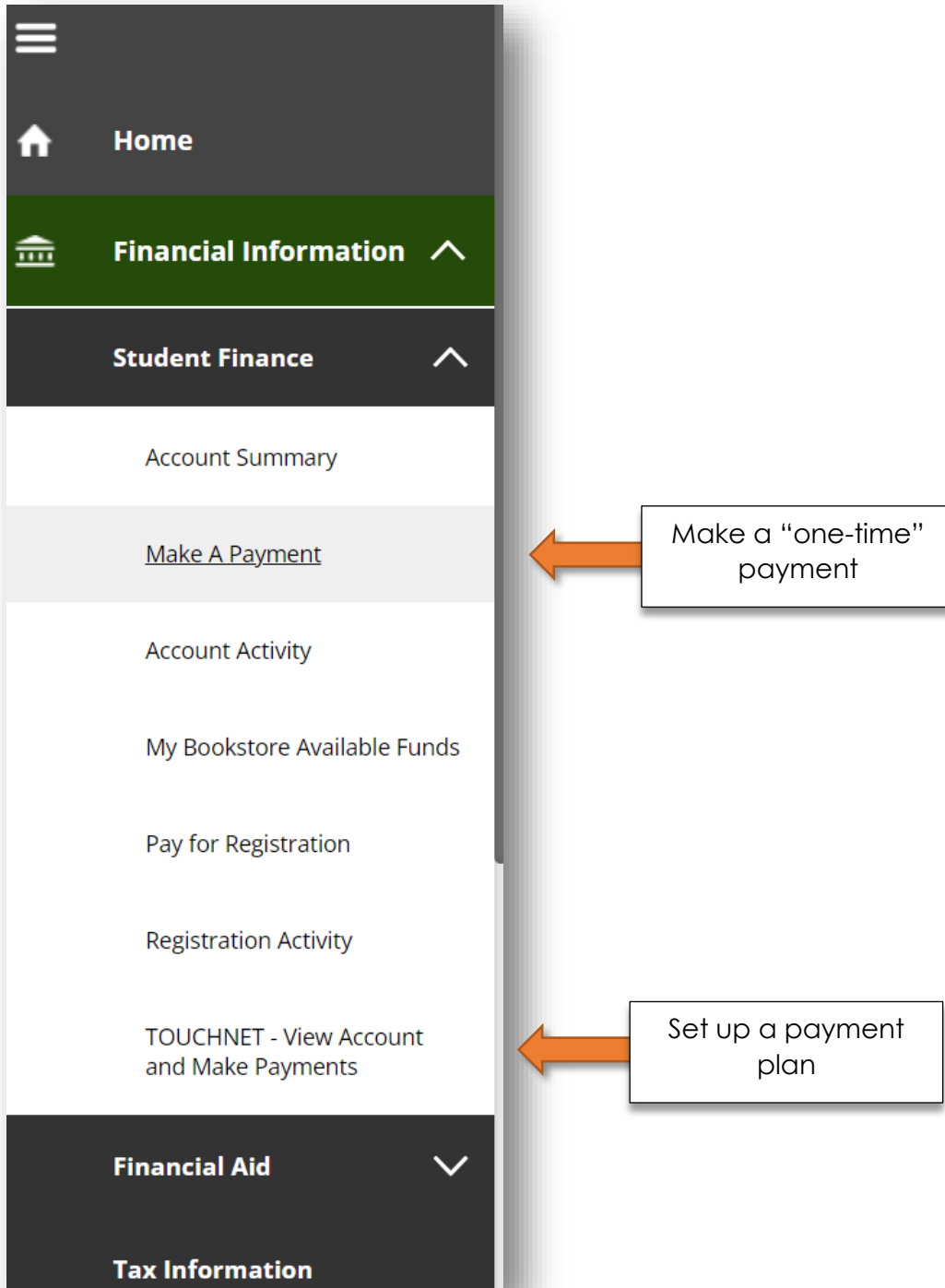
### Course Schedule

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

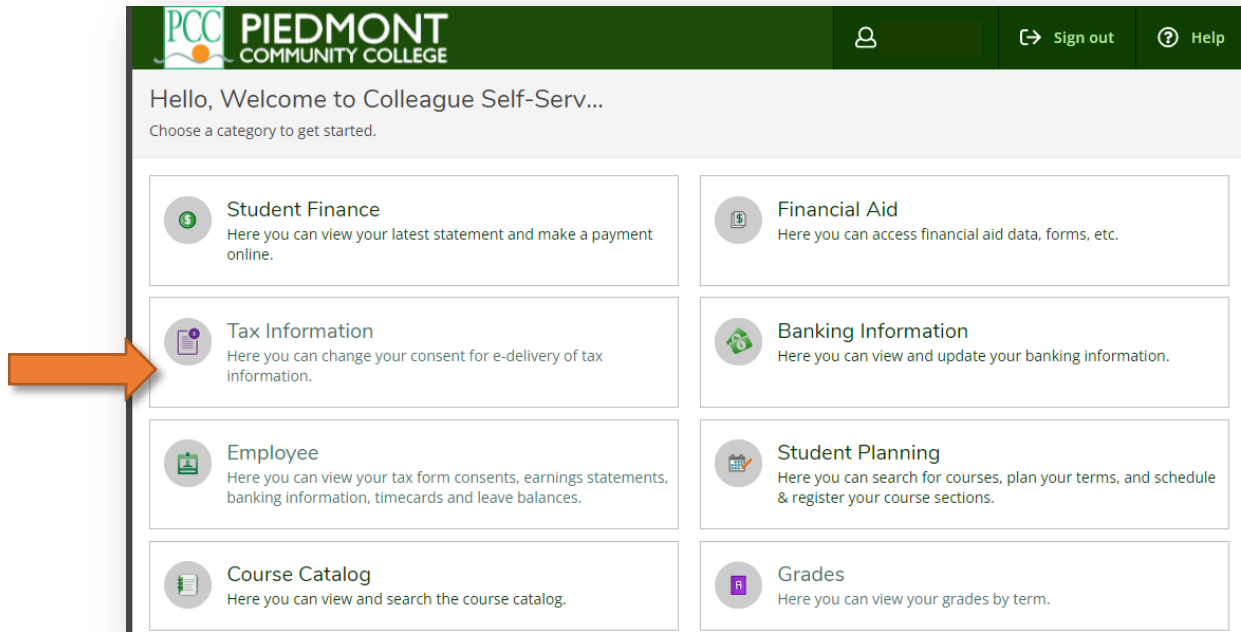
You may set up a payment plan or pay in full by clicking on Student Finance, and then “Make a Payment” to pay your balance in full, or “TOUCHNET-View Account and make Payments” to set up a payment plan.



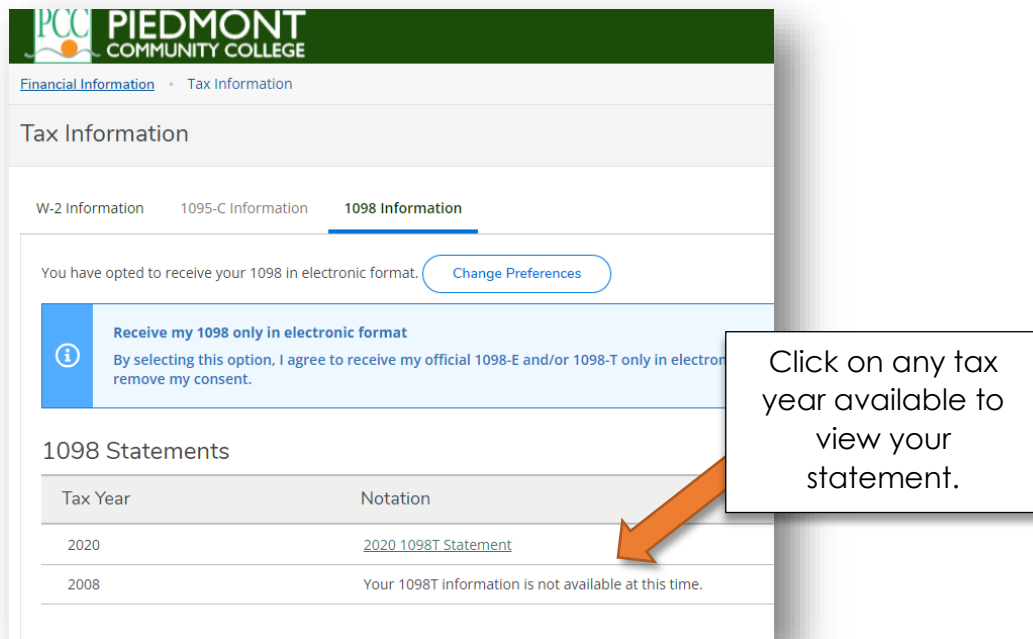


## Tax Information (1098T form)

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.

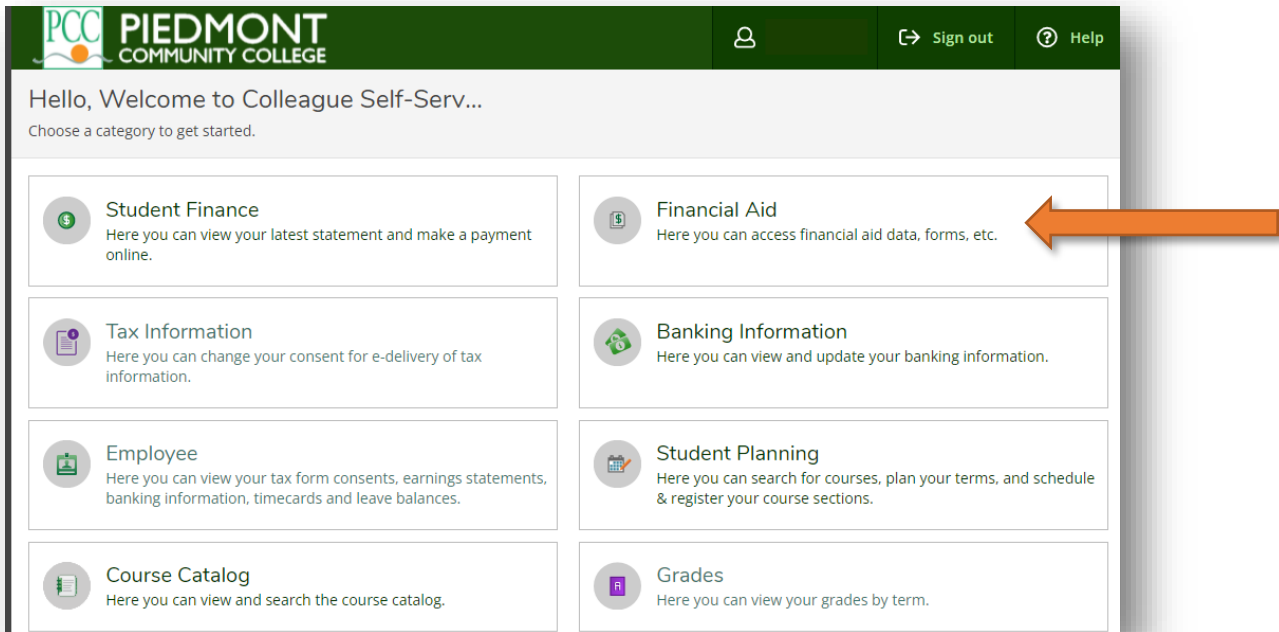


Click "Tax Information" and the following screen will appear.



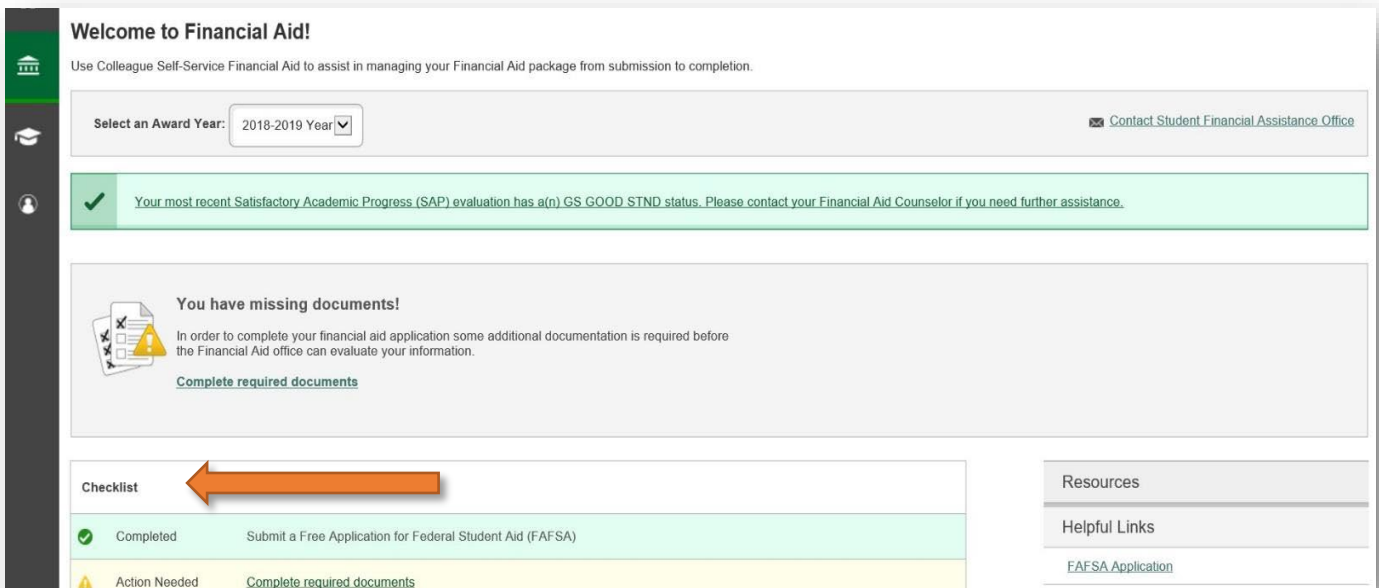
# Financial Aid

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 [Contact Student Financial Assistance Office](#)

Your most recent award year is 2020/2021 Academic Year. (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](#)

## Required Documents

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

**Required Financial Aid** 2021/2022 Academic Year  
Current ID: [REDACTED]

Select an Award Year: 2017/2018 Academic Year [Contact Financial Aid Office](#)

Incomplete		Complete	
	21/22 Parent Signature		21/22 Electronic Consent
<b>Incomplete</b>	17/18 21/22 HH Form	<b>Received</b> 02/21/2017	17/18 Electronic Consent
<b>Incomplete</b>	17/18 Parent Signature	<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 not 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	<a href="#">Review and accept your Financial Aid Award Package</a>

**Resources**

**Form Links**

- [CARES Application](#)
- [Financial Aid Forms](#)
- [ACC Scholarship Application](#)

**Helpful Links**

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

**Pell Lifetime Eligibility Used**

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

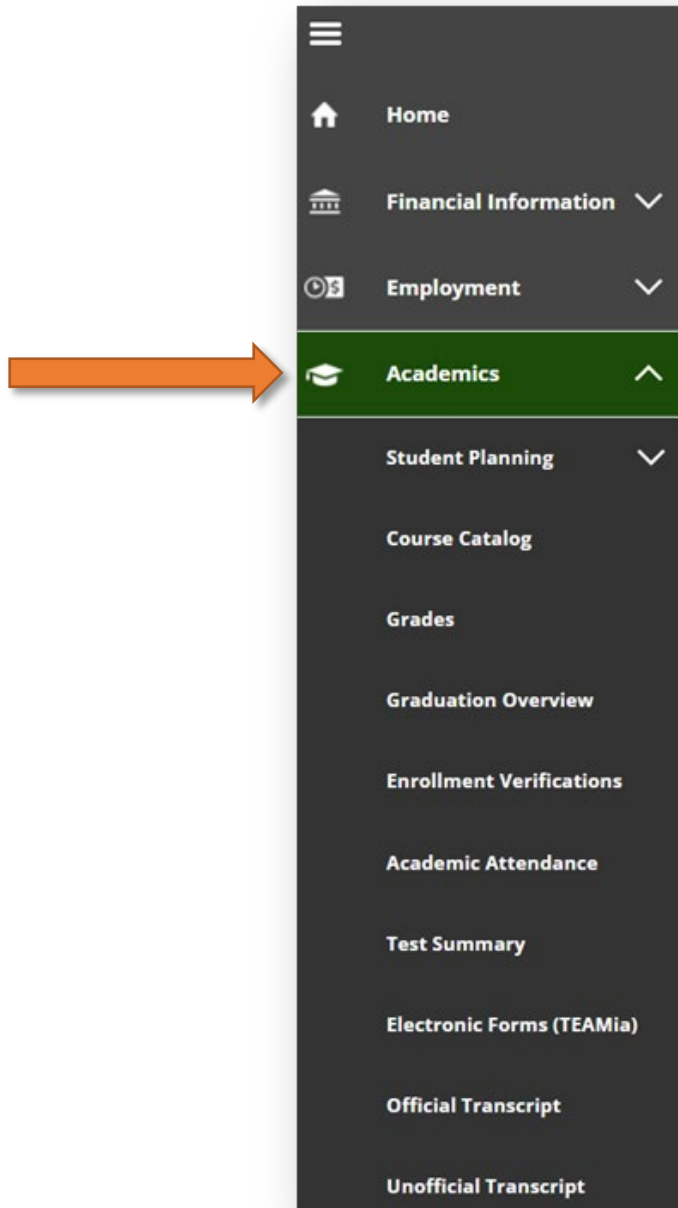
Term: 2022SP

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

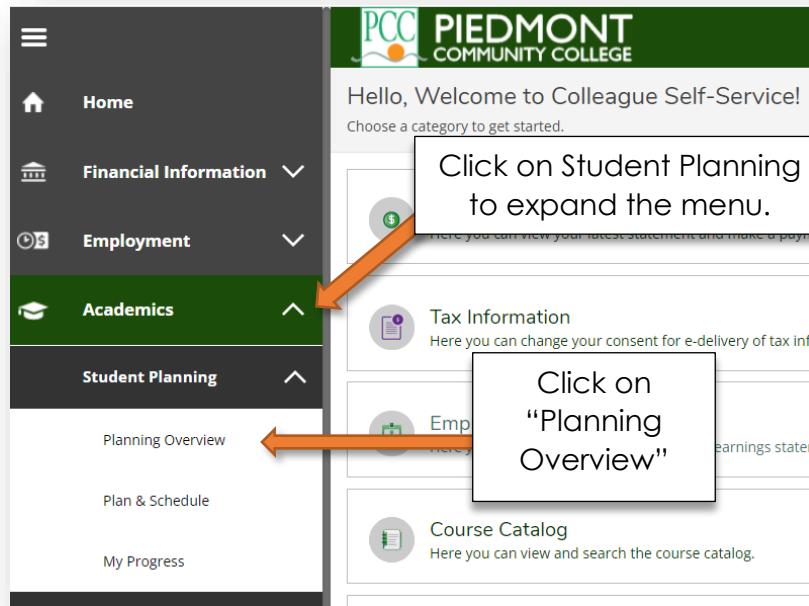


## Academics

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...

Search for courses...

- **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

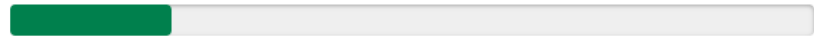
### At a Glance



**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



**Total Credits** 51 of 69



**Total Credits from this School** 13 of 18



**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

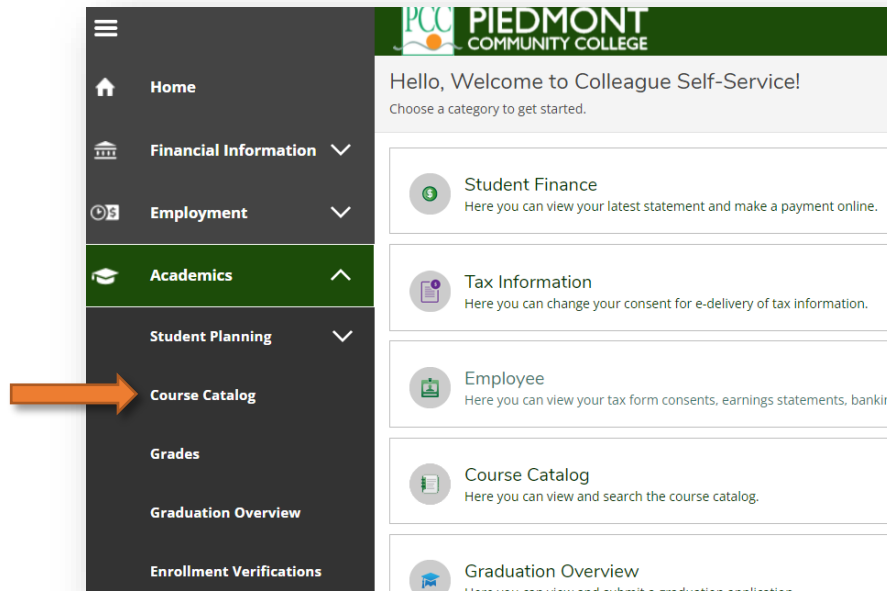
Complete all of the following items. **1 of 1 Completed.** [Show Details](#)

#### Major Requirements

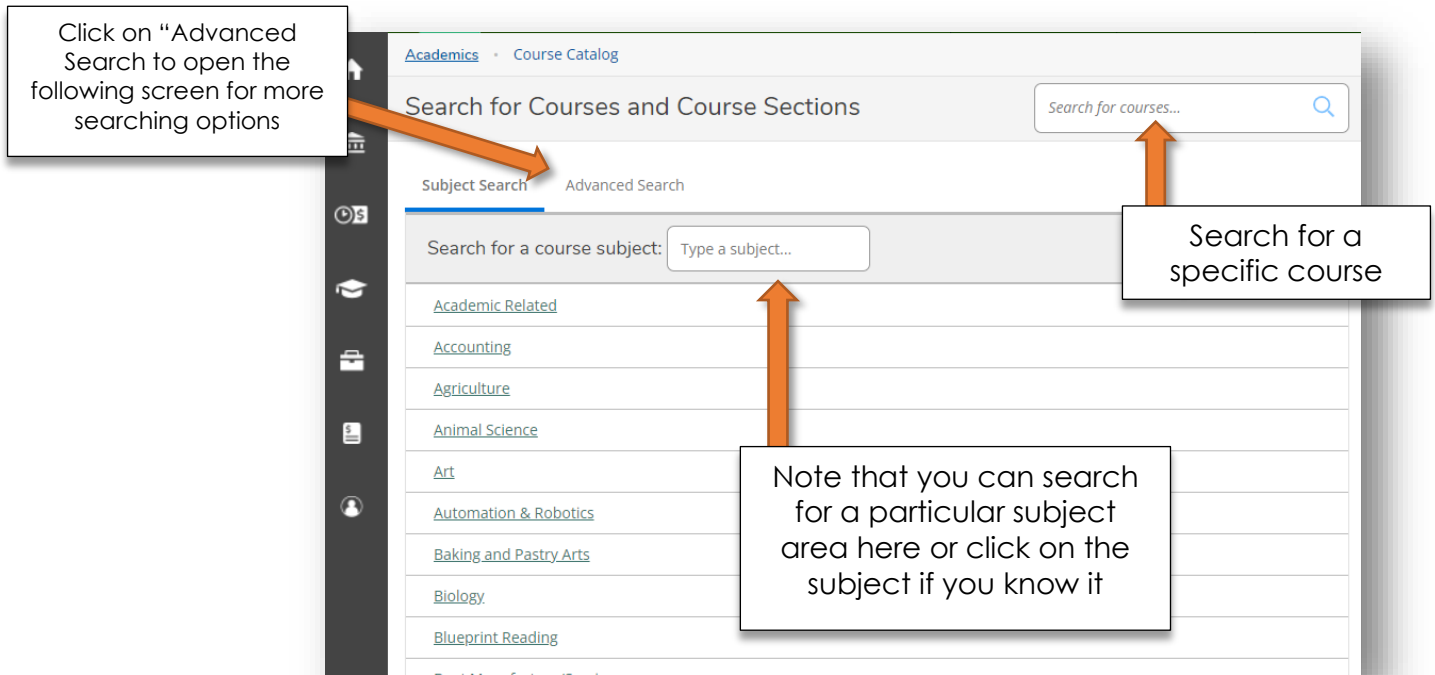


## Course Catalog

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.





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...

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

**AGR-111-91C** [Add Section to Schedule](#)

Basic Farm Maintenance

Seats	Times	Locations	Instructors
8	MW 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

From the home screen, click "Student Planning":

The screenshot shows the Piedmont Community College Colleague Self-Service home screen. The header includes the college logo, name, and user information (saclayton98). The main content area is titled "Hello, Welcome to Colleague Self-Service!" and lists several service categories. An orange arrow points to the "Student Planning" category, which is described as: "Here you can search for courses, plan your terms, and schedule & register your course sections."

<b>Student Finance</b> Here you can view your latest statement and make a payment online.	<b>Financial Aid</b> Here you can access financial aid data, forms, etc.
<b>Tax Information</b> Here you can change your consent for e-delivery of tax information.	<b>Banking Information</b> Here you can view and update your banking information.
<b>Employee</b> Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.	<b>Student Planning</b> Here you can search for courses, plan your terms, and schedule & register your course sections.
<b>Course Catalog</b> Here you can view and search the course catalog.	<b>Grades</b> Here you can view your grades by term.
<b>Graduation Overview</b> Here you can view and submit a graduation application.	<b>Enrollment Verifications</b> Here you can view and request an enrollment verification.

Click "Go to Plan & Schedule":

The screenshot shows the Student Planning page. The breadcrumb trail is "Academics > Student Planning > Planning Overview". The page is titled "Steps to Getting Started" and includes a search bar for courses. Two main steps are listed: "1 View Your Progress" and "2 Plan your Degree & Register for Classes". An orange arrow points to the "Go to Plan & Schedule" link under step 2. Below the steps are tabs for "Programs", "Cumulative GPA", and "Progress". A "Spring Semester 2023 Schedule" table is partially visible at the bottom.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am							
10am							



On this screen, you can search for courses and view your week at a glance for planned or registered courses. Please note: Planned courses are those you may plan to take and have loaded into your "cart", but your seat in the class is not secured. Registered courses are those that you've officially enrolled in for the upcoming term.

Plan your Degree and Schedule your courses

ENG-111

Spring Semester 2023

Planned: 0 Credits

No Courses Selected For This Term

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am							
10am							
11am							
12pm							
1pm							

On this screen you can filter results and search by different criteria as needed (subject, location, time, etc.). Click on "View Available Sections" to see results.

Search for Courses and Course Sections

Search for courses...

Filters Applied: None

ENG-111 Writing and Inquiry (3 Credits)

This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English.

**Requisites:**  
 Take One Set: Set 1: DRE-097 Set 2: ENG-002 Set 3: BSP-4002 - Must be completed prior to taking this course.  
 Take ENG-011 - Must be taken either prior to or at the same time as this course.

**Offered:**  
 All

View Available Sections for ENG-111



Once you are sure you have the correct section, click "Add Section":

Academics · Course Catalog

Search for Courses and Course Sections

Filters Applied: None

ENG-111 Writing and Inquiry (3 Credits)

[Add Course to Plan](#)

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

Sections	Instructors
Fall Semester 2022	Fry, C (Classroom Hours)

[Add Section to Schedule](#)

Section Details

ENG-111-61P Writing and Inquiry  
Spring Semester 2023

Instructors: Fry, C

Meeting Information: M, W 9:30 AM - 10:35 AM  
1/9/2023 - 3/6/2023  
Person County Campus, C Bldg 112 (Classroom Hours)  
M, T, W, Th, F, Sa, Su  
1/9/2023 - 3/6/2023  
Person County Campus, Distance Learning/Online ONLINE (Classroom Hours)

Dates: 1/9/2023 - 3/6/2023

Seats Available: 25 / 25 / 0

Credits: 3

Grading: Graded

Requisites:

[Close](#) [Add Section](#)

Review once more and click "Add Section" if this is the correct selection.

Academics · Course Catalog

Search for Courses and Course Sections

Filter Results

ENG-111 Writing and Inquiry (3 Credits)

[Add Course to Plan](#)

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

[Home](#)

ENG-111-72 has been planned on the schedule.

Confirmation "pop-up" message that the course has been added to your plan.

Once you have added all your courses, click on the home button to get back to your planned schedule.

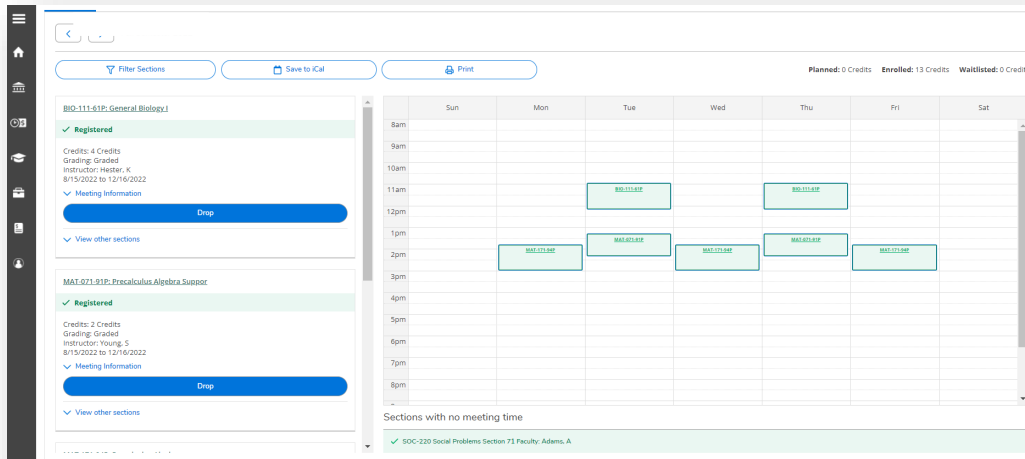


Click on "Student Planning":

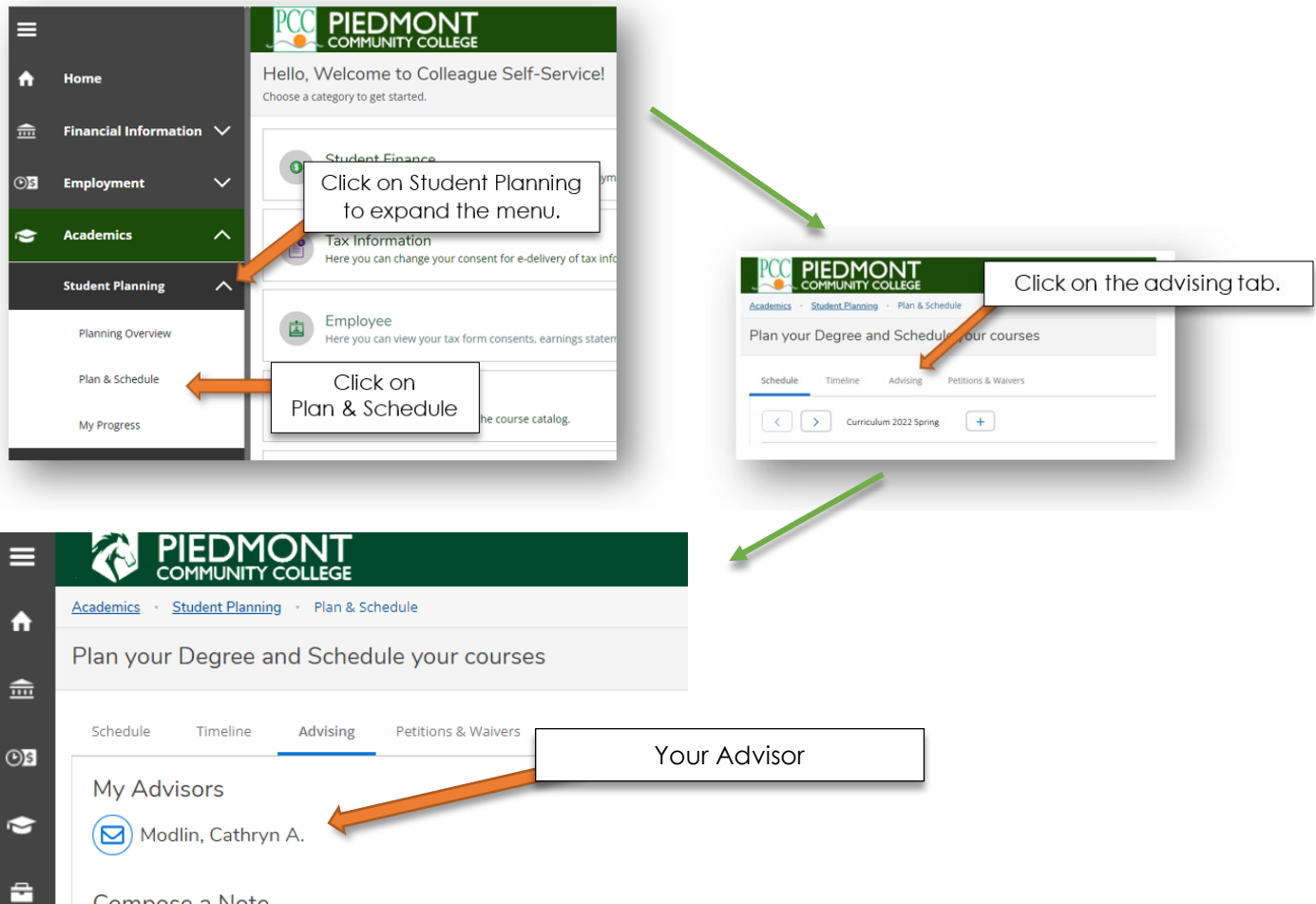
Your selected course(s) will appear on your schedule as a bright yellow "planned course". Then click "Register Now":



Your course(s) will then show in your schedule as a green scheduled course:



## How to Find Your Advisor



## Grades

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

The screenshot displays the PCC Colleague Self-Service portal. The top header includes the PCC logo, the text "PIEDMONT COMMUNITY COLLEGE", and user information: "saclayton98", "out", and a "Help" link. Below the header, a welcome message reads "Hello, Welcome to Colleague Self-Service!" followed by the instruction "Choose a category to get started." The main content area is a grid of service tiles. The left sidebar contains a navigation menu with the following items: Home, Financial Information, Employment, Academics, Student Planning, Course Catalog, Grades, Graduation Overview, Enrollment Verifications, Academic Attendance, Test Summary, Electronic Forms (TEAMia), Official Transcript, and Unofficial Transcript. The "Grades" link in the sidebar is highlighted with an orange arrow. In the main content area, the "Grades" tile is also highlighted with an orange arrow. The "Grades" tile description is: "Grades Here you can view your grades by term."

Category	Service Name	Description
Financial	Student Finance	Here you can view your latest statement and make a payment online.
Financial	Financial Aid	Here you can access financial aid data, forms, etc.
Tax	Tax Information	Here you can change your consent for e-delivery of tax information.
Banking	Banking Information	Here you can view and update your banking information.
Employee	Employee	Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.
Student Planning	Student Planning	Here you can search for courses, plan your terms, and schedule & register your course sections.
Course Catalog	Course Catalog	Here you can view and search the course catalog.
Grades	Grades	Here you can view your grades by term.
Graduation	Graduation Overview	Here you can view and submit a graduation application.
Enrollment	Enrollment Verifications	Here you can view and request an enrollment verification.
Academic Attendance	Academic Attendance	Here you can view your attendances by term.
Advising	Advising	Here you can access your advisees and provide guidance & feedback on their academic planning.
Faculty	Faculty	Here you can view your active classes and submit grades and waivers for students.
Student Finance Admin	Student Finance Admin	Here you can view the Student Finance information as a student would so you can help the student with any questions.



Course Section	Title	Credits	Final Grade	Midterms	
				1	
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.

Hello, Welcome to Colleague Self-Service!  
Choose a category to get started.

- Student Finance: Here you can view your latest statement and make a payment online.
- Financial Aid: Here you can access financial aid data, forms, etc.
- Tax Information: Here you can change your consent for e-delivery of tax information.
- Banking Information: Here you can view and update your banking information.
- Employee: Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.
- Student Planning: Here you can search for courses, plan your terms, and schedule & register your course sections.
- Course Catalog: Here you can view and search the course catalog.
- Grades: Here you can view your grades by term.
- Graduation Overview: Here you can view and submit a graduation application.
- Enrollment Verifications: Here you can view and request an enrollment verification.
- Academic Attendance: Here you can view your attendances by term.
- Advising: Here you can access your advisees and provide guidance & feedback on their academic planning.
- Faculty: Here you can view your active classes and submit grades and waivers for students.
- Student Finance Admin: Here you can view the Student Finance information as a student would so you can help the student with any questions.





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

The screenshot shows the user interface for 'Enrollment Verification Requests' at Piedmont Community College. At the top, there is a green header with the PCC logo and 'PIEDMONT COMMUNITY COLLEGE'. To the right of the header are links for 'Sign out' and 'Help'. Below the header, there is a breadcrumb trail: 'Academics > Enrollment Verifications'. The main heading is 'Enrollment Verification Requests'. Below this heading, there is a sub-heading 'Enrollment Verification Requests' and a button labeled 'Add New Request'. A blue message box with an information icon contains the text 'No enrollment verification requests on file'. At the bottom of the page, there is a footer with the copyright notice: '© 2000-2022 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)'. Two orange arrows are overlaid on the image: one points from the top right towards the 'Add New Request' button, and another points from the top right towards the 'No enrollment verification requests on file' message box.



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

**PCC** **PIEDMONT**  
COMMUNITY COLLEGE

[Academics](#) · [Enrollment Verifications](#)

## Enrollment Verification Request

[Back to Enrollment Requests](#)

Please complete the form below to request an enrollment verification. For more information please contact the Registrar.

Recipient \*

Address \*

Outside US/Canada

Address Line 1 \*

Address Line 2

City \*

State/Province \*

Please choose a state/province

ZIP/Postal Code \*

Copies \*

1

Comments

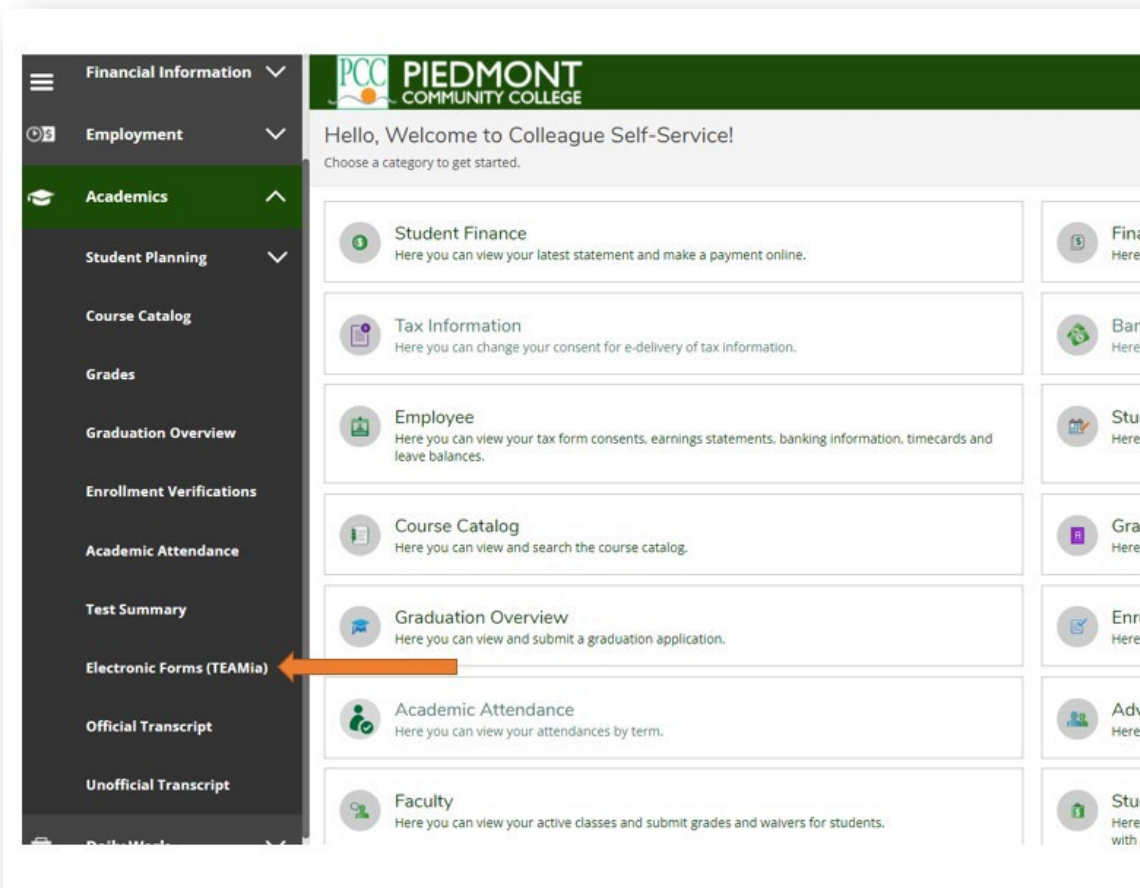
Cancel Submit

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



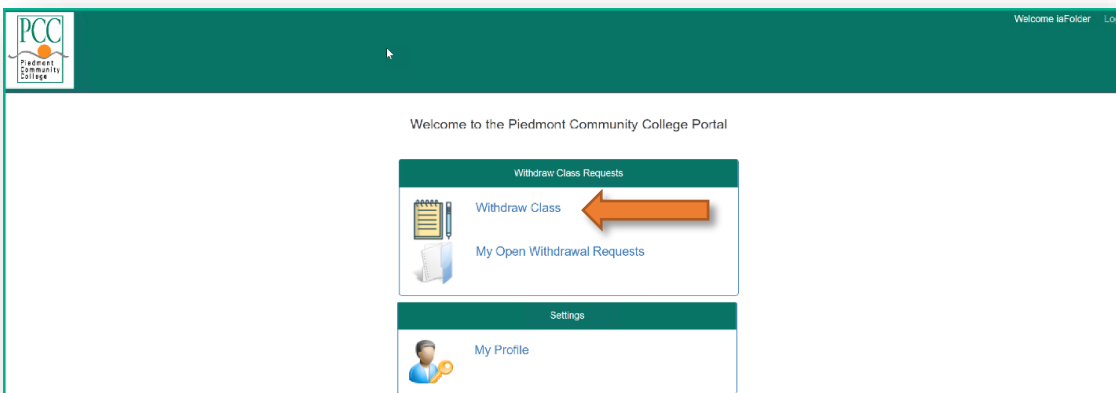
## Submitting Electronic Forms

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":

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	W...

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]

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

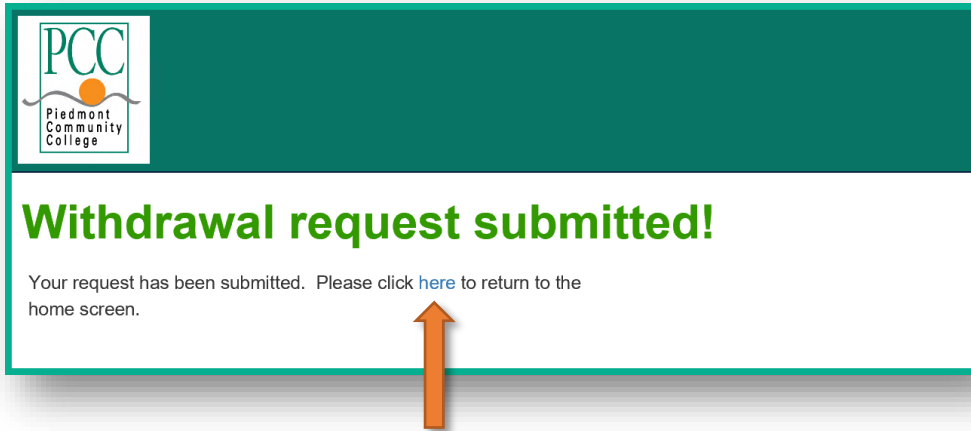
Credit Hours Before: 9.00      Credit Hours After: 6.00

Comments: [Text Area]

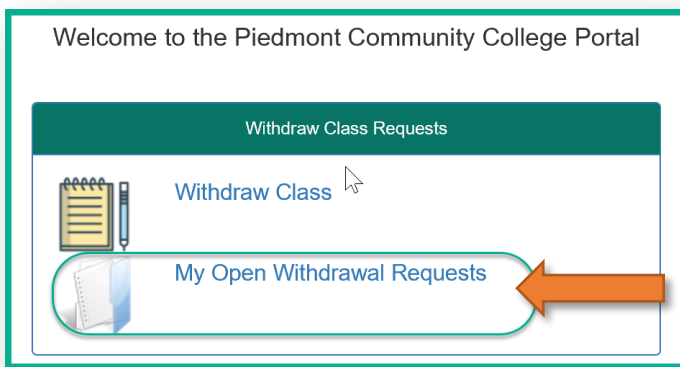
Optional – enter any additional information you feel your instructor may need to know



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.

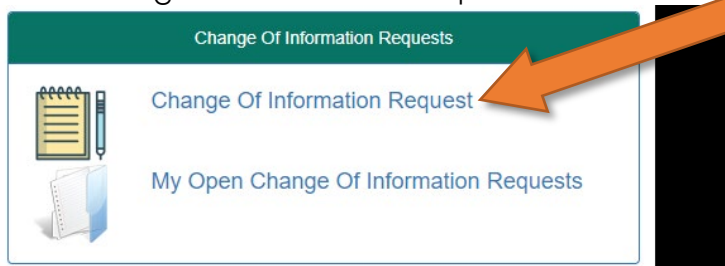


To view the list of withdrawal requests and status of each, click on the view details icon.

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 "view details" icon (a magnifying glass) in the right-hand corner of the table.

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	on
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

Student Change of Information

SAVE AND CONTINUE CANCEL

1 / 1 Auto

Piedmont Community College Admissions and Records Student Change of Information Updated 9/2021

This form must be submitted with valid government issued photo ID. If you are providing or correcting your social security number you must also provide your social security card.

Print your information as it currently appears on your file.

Name: LAST FIRST MIDDLE

PCC Student ID#: Date of Birth:

CHANGES TO BE PROCESSED: (Only complete the sections to be changed)

NEW NAME

LAST FIRST MIDDLE Nicole

Proper documentation must be attached for name change.

NEW MAILING ADDRESS

NUMBER, STREET, APT # CITY STATE ZIP CODE

New E-mail Address:

New Home Phone: New Cell Phone: New Work Phone:

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:

SAVE AND CONTINUE CANCEL



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

Actions		Attachments		
Status	Action	Attachment ...	Name	Attachment Actions
Completed	*Enter Information			
Not Started	*Upload Supporting Documentations			
Not Started	*Send to Admissions			

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

### Upload Supporting Documentation

**Description**

**Upload File**

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

Tasks	
Status	Action
Completed	*Enter Information
Completed	*Upload Supporting Documentations
Not Started	* Send to Admissions

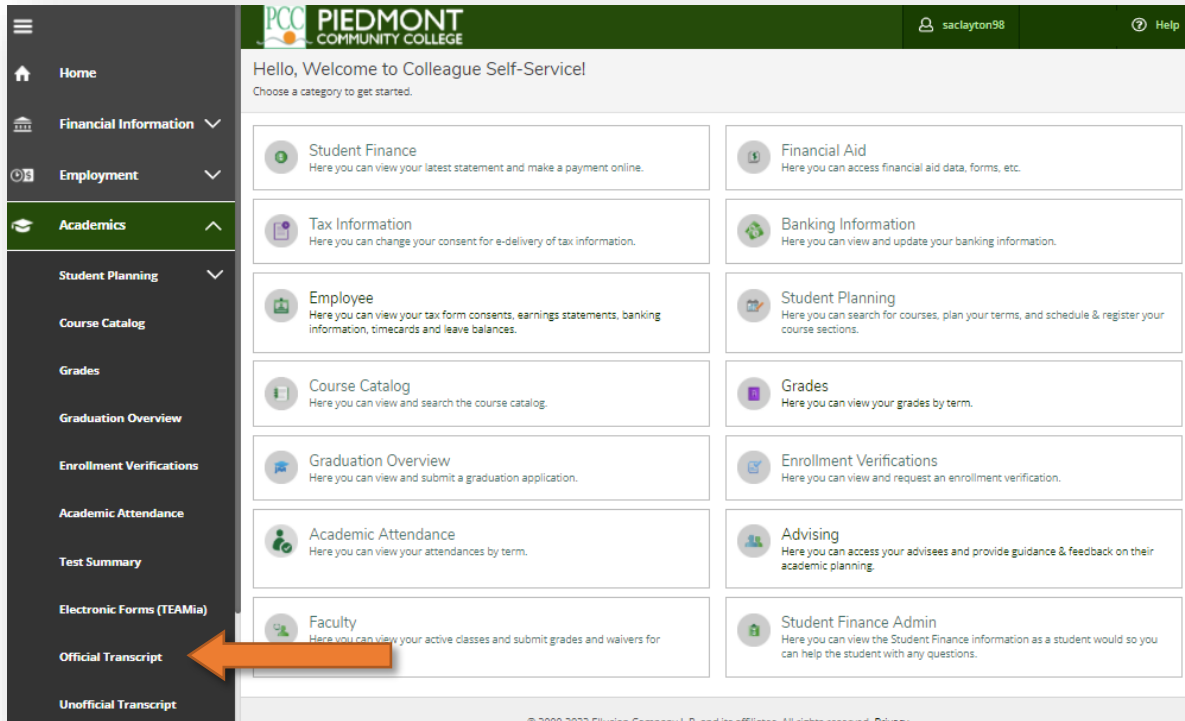


## Transcripts

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

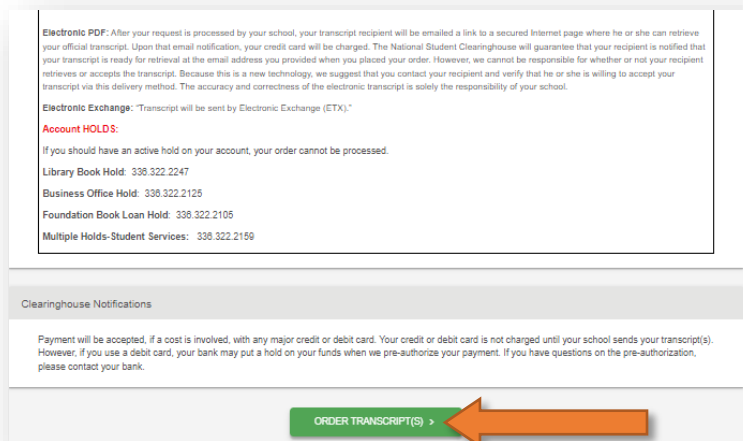
### Official Transcripts

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



The screenshot shows the PCC Self-Service portal interface. The top navigation bar includes the PCC logo, the user name 'saclyton98', and a 'Help' icon. The main content area is titled 'Hello, Welcome to Colleague Self-Service!' and lists various service categories. The left sidebar contains a menu with 'Official Transcript' highlighted in green and an orange arrow pointing to it. The main content area lists categories such as Student Finance, Financial Aid, Tax Information, Banking Information, Employee, Student Planning, Course Catalog, Grades, Graduation Overview, Enrollment Verifications, Academic Attendance, Advising, and Faculty.

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):



The screenshot shows the transcript ordering screen. It contains the following text:

**Electronic PDF:** After your request is processed by your school, your transcript recipient will be emailed a link to a secured Internet page where he or she can retrieve your official transcript. Upon that email notification, your credit card will be charged. The National Student Clearinghouse will guarantee that your recipient is notified that your transcript is ready for retrieval at the email address you provided when you placed your order. However, we cannot be responsible for whether or not your recipient retrieves or accepts the transcript. Because this is a new technology, we suggest that you contact your recipient and verify that he or she is willing to accept your transcript via this delivery method. The accuracy and correctness of the electronic transcript is solely the responsibility of your school.

**Electronic Exchange:** "Transcript will be sent by Electronic Exchange (ETX)."

**Account HOLDS:**  
If you should have an active hold on your account, your order cannot be processed.  
Library Book Hold: 338.322.2247  
Business Office Hold: 338.322.2125  
Foundation Book Loan Hold: 338.322.2105  
Multiple Holds-Student Services: 338.322.2159

Clearinghouse Notifications

Payment will be accepted, if a cost is involved, with any major credit or debit card. Your credit or debit card is not charged until your school sends your transcript(s). However, if you use a debit card, your bank may put a hold on your funds when we pre-authorize your payment. If you have questions on the pre-authorization, please contact your bank.

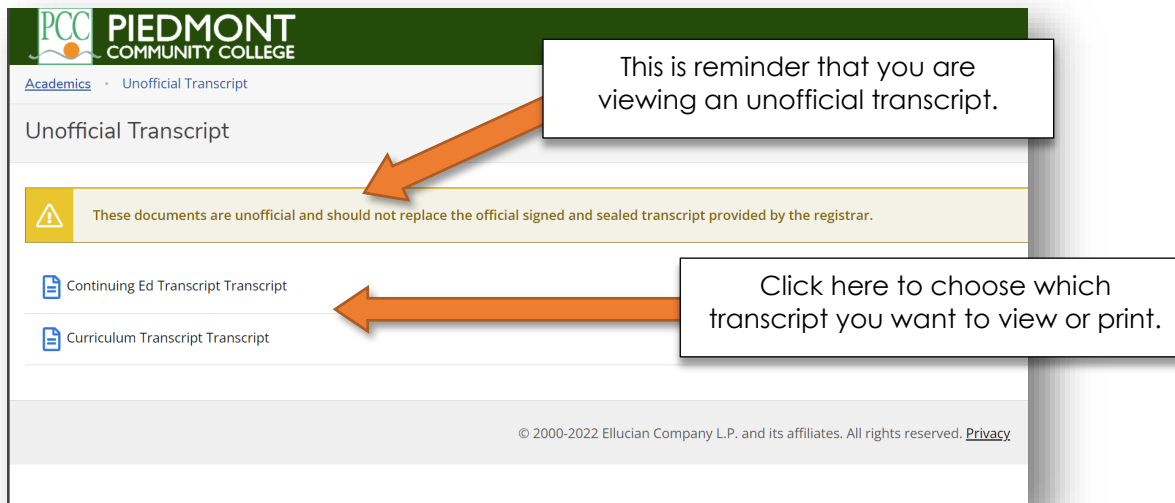
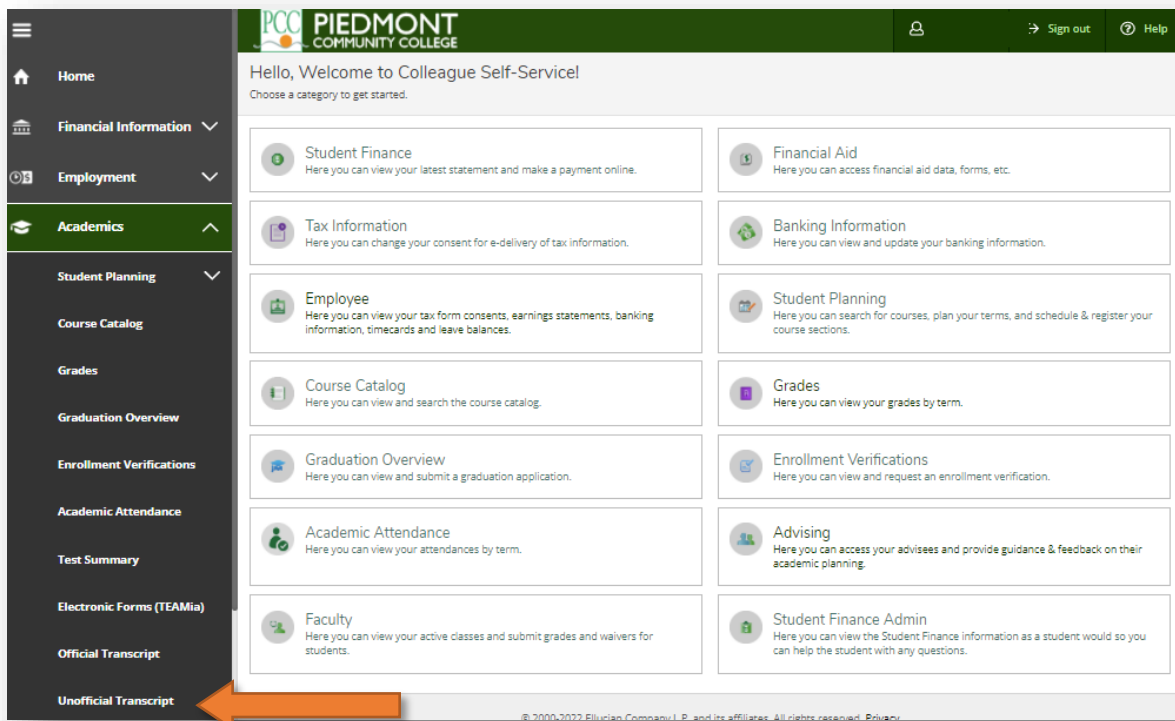
**ORDER TRANSCRIPT(S) >**





## Unofficial Transcripts

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



\*At the end of the 1-year period after separation from the college, you will not be able to access your unofficial transcripts through Self-Service. Students with deactivated user accounts may order official transcripts at a cost of \$7.90 per copy.



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.

