

2011 – 2012 Faculty Handbook

Pearl River Community College offers equal education and employment opportunities. We do not discriminate on the basis of race, religion, color, sex, age, national origin, veteran status, or disability. For inquiries regarding the non-discrimination policies or to request accommodations, special assistance, or alternate format publication please contact Tonia Moody, ADA/Civil Rights Coordinator, at P.O. Box 5118, Poplarville, MS 39470 or 601-403-1060.

There are a limited number of print copies of this document available in the offices of the Vice President for Forrest County Operations, the Vice President for General Education and Technology Services, and the Vice President for Economic and Community Development.

IMPORTANT NUMBERS

District Wide		Email	Phone
Dr. William Lewis	President	wlewis	
Ms. Marilyn Dillard	Administrative Assistant	mdillard	601-403-1201
Ms. Cheryl May		cmay	601-403-1199
Mr. Dow Ford	Vice President for Enrollment Management	dford	
Mr. Roger Knight	Vice President for Business & Administrative Services	rknight	
Ms. Liz Swilley	Secretary	lswilley	601-403-1206
Ms. Gwen Hunt	Payroll	ghunt	601-403-1202
Ms. Brenda Burge	Business Office	bburge	601-403-1206
Dr. Scott Alsobrooks	Vice President for Economic & Community Development	salsobrooks	
Ms. Dee Dee Reid	Secretary	dreid	601-403-1241
Dr. Martha Lou Smith	Vice President for General Education & Technology Services	mbyrd	
Ms. Kaye Olsen	Secretary/Schedule & Graduation Clerk	kolsen	601-403-1269
Ms. Michele Mitchell	Director of eLearning/Instructional Technology Specialist	mmitchell	
Ms. Cindy Wells	Secretary	cwells	601-403-1374
Ms. Kimberly Ellis	eLearning Coordinator	kellis	601-403-1350
Ms. Gloria Wasmund	eLearning Assistant	gwasmund	601-403-1090
Dr. Becky Askew	Vice President for Planning and Institutional Research	raskew	
Ms. Sharman Ladner	Secretary	sladner	601-403-1317
<u>Poplarville & Hancock Center</u>			
Dr. Adam Breerwood	Vice President for the Poplarville Campus & the Hancock Center		
_____	Secretary		601-403-
Mr. Raymunda Barnes	Director of the Hancock Center	rbarnes	228-467-2761
Ms. Patsy Williams	Secretary	pwilliams	228-467-2762
Campus Police	Hancock		228-467-2761
Ms. Gwen Smith	Director of Career and Technical Education	Gwmith	
Ms. Joan Brown	Secretary	jbrown	601-403-1101
Dr. Ann Moore	Director of the Counseling, Advisement and Placement Center	amoore	601-403-1250
Campus Police	Poplarville		601-403-1300
<u>Forrest County Operations</u>			
Dr. Cecil Burt	Vice President for Forrest County Center Operations	jcburt	
Ms. Missy Graves	Secretary	mgraves	601-554-5505
Ms. Beverly Lewis	Coordinator of Business and Student Services	blewis	601-554-5502
Ms. Kay Holston	Financial Aid Secretary	kholsten	601-554-5519
Dr. Janet Thornton	Assistant to the Dean of Forrest County Center	jthornton	604-554-5504



Pearl River Community College 2011/2012 Faculty Handbook



Ms. Susan Donohue
Counselors' Office
Campus Police

Director of General Education

Forrest County Center

sdonohue

601-554-5560
601-554-5525
601-554-5513

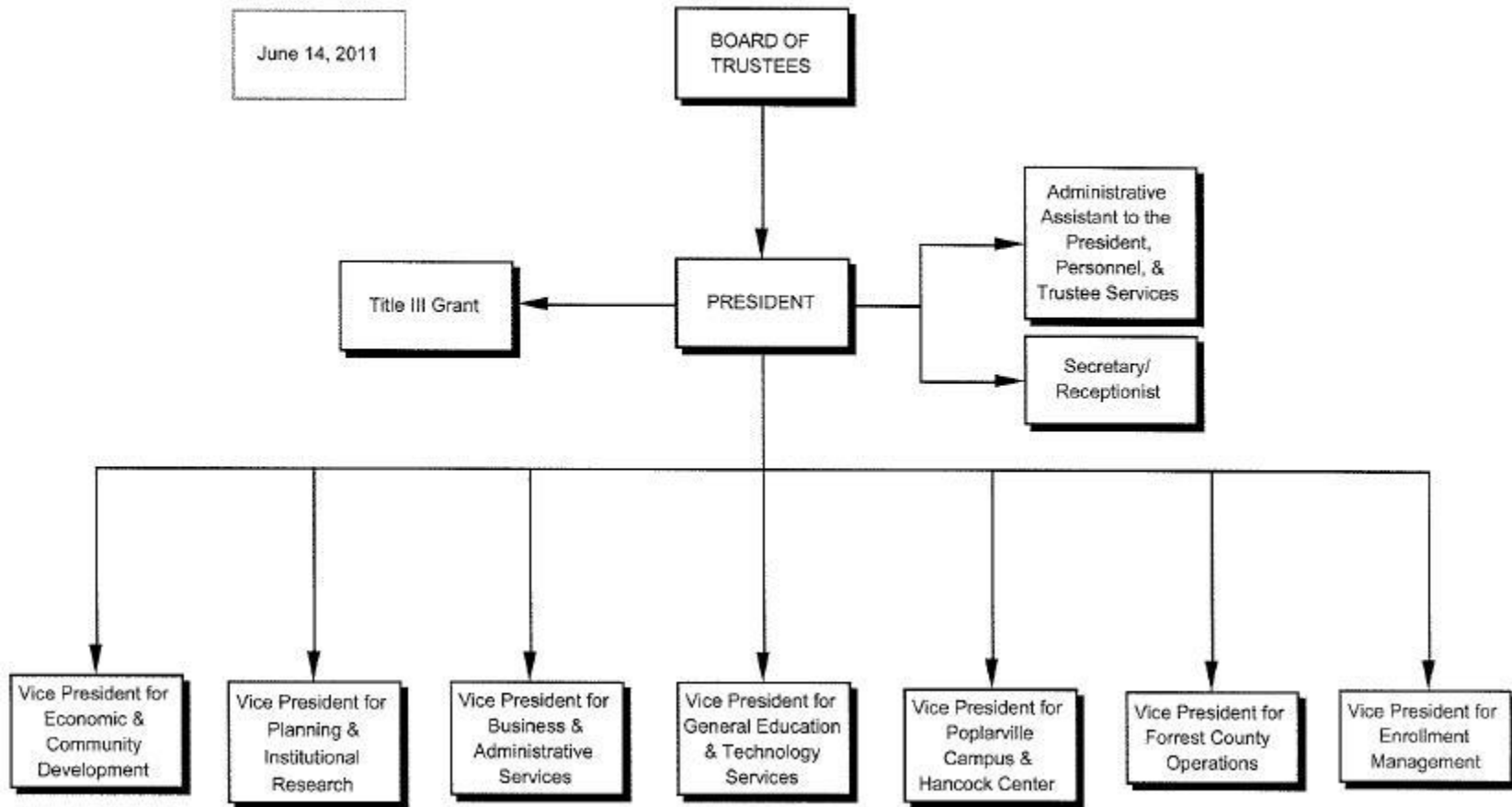
NOTE: For your personal safety, please notify a Campus Police Officer if you must enter a College building late at night, or at other times when there is no scheduled activity in that building.

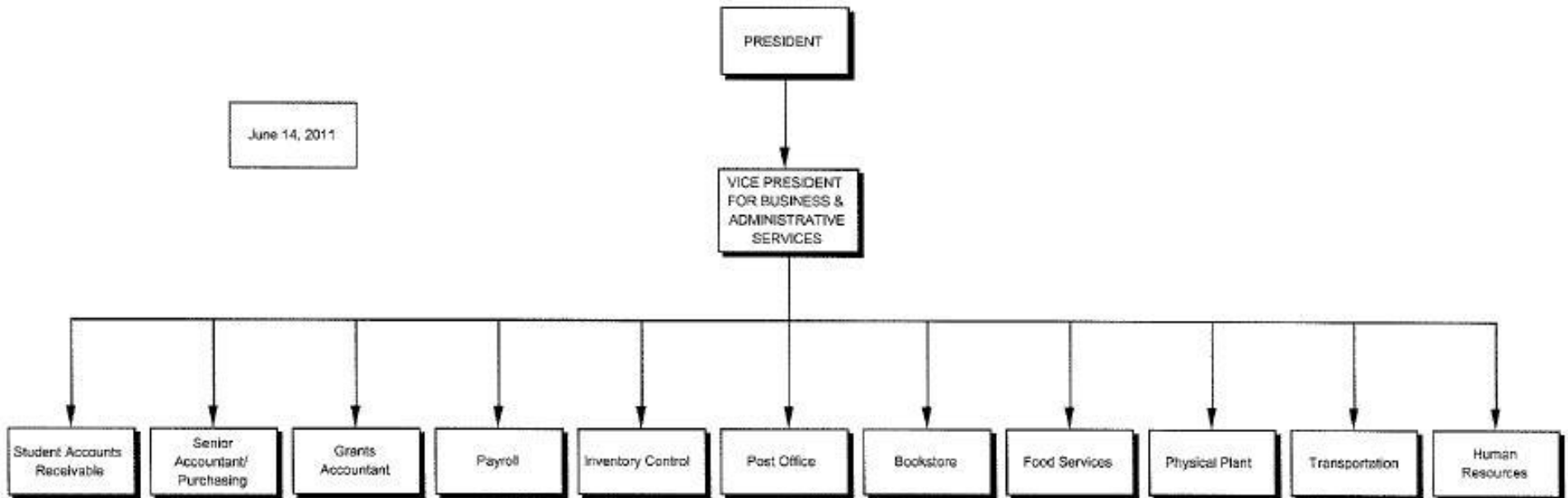
An email directory is available at www.prcc.edu/phonelog.htm



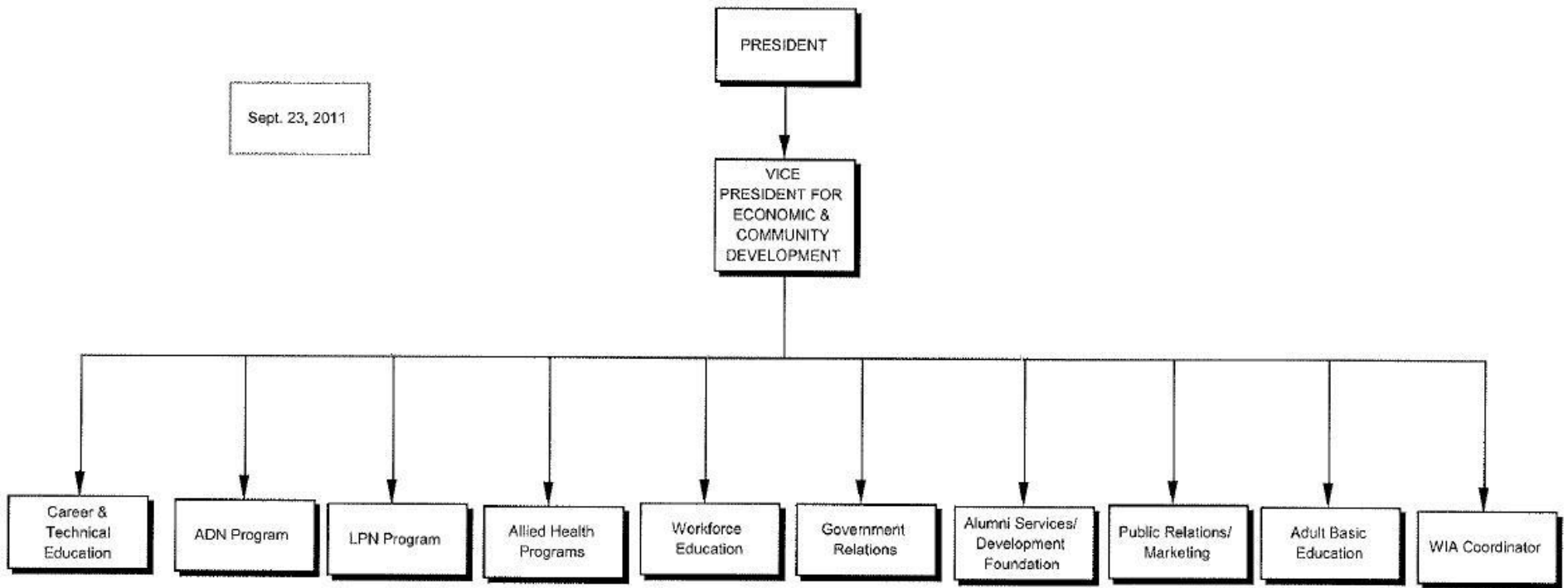
PRCC DIRECTORY: WHOM TO CONTACT

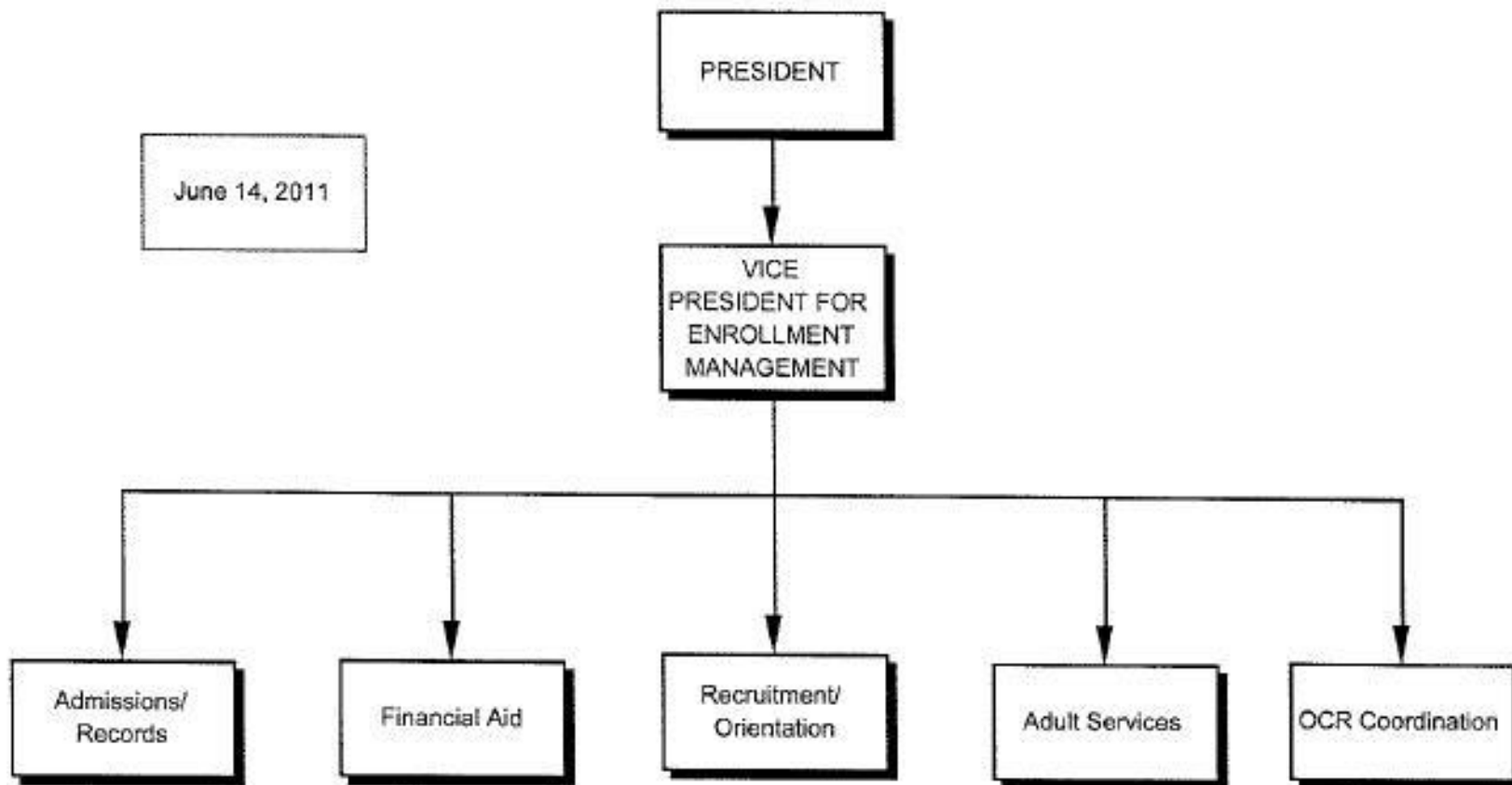
<u>For Help Regarding</u>	<u>Contact</u>
Audit Rolls	Admissions Office 601-403-1030
Day Classes	Department Chair or Director of General Education (Forrest County Center) or Director of the Hancock Center
<ul style="list-style-type: none"> • Dual Enrollment • Graduation • Night Classes in Poplarville, Picayune, Columbia, & Sumrall • Weekend Classes 	Vice President for General Education & Technology Services 601-403-1269
Night Classes at the Forrest County Center	Director of General Education, FCC 601-554-5560 Assistant to the Dean, FCC 601-554-5504
Night Classes at Hancock County and Stennis Space Center	Hancock Center 228-467-2761
Financial Aid	Director of Financial Aid 601-403-1029
Entering Grades	Office of Information Technology 601-403-1219
Quality Enhancement Plan (QEP)	Dr. Jennifer Seal, QEP Director 601-403-1146
On-Line Classes	Office of eLearning 601-403-1090
Payroll & Contracts	Gwen Hunt 601-403-1202

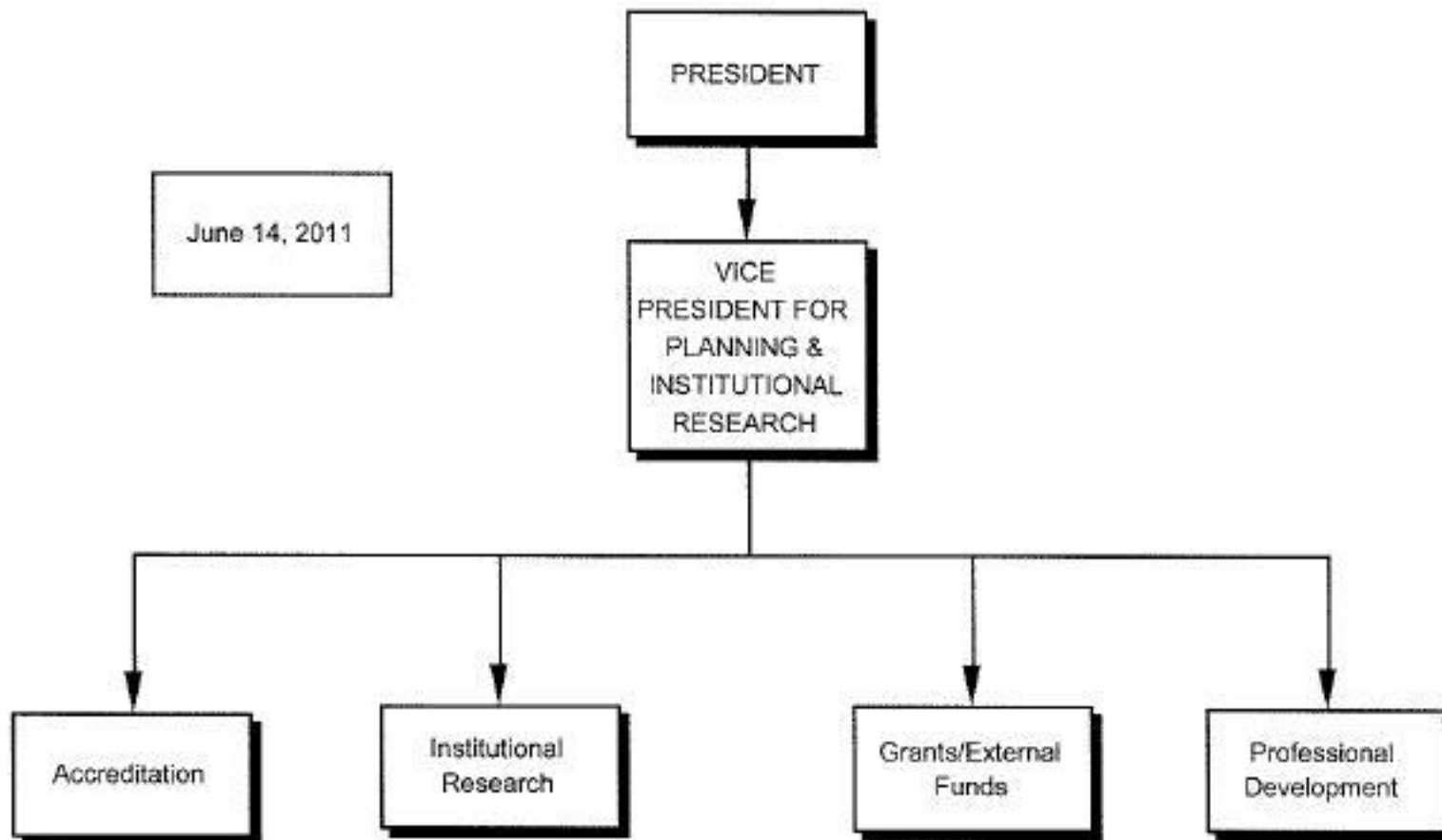


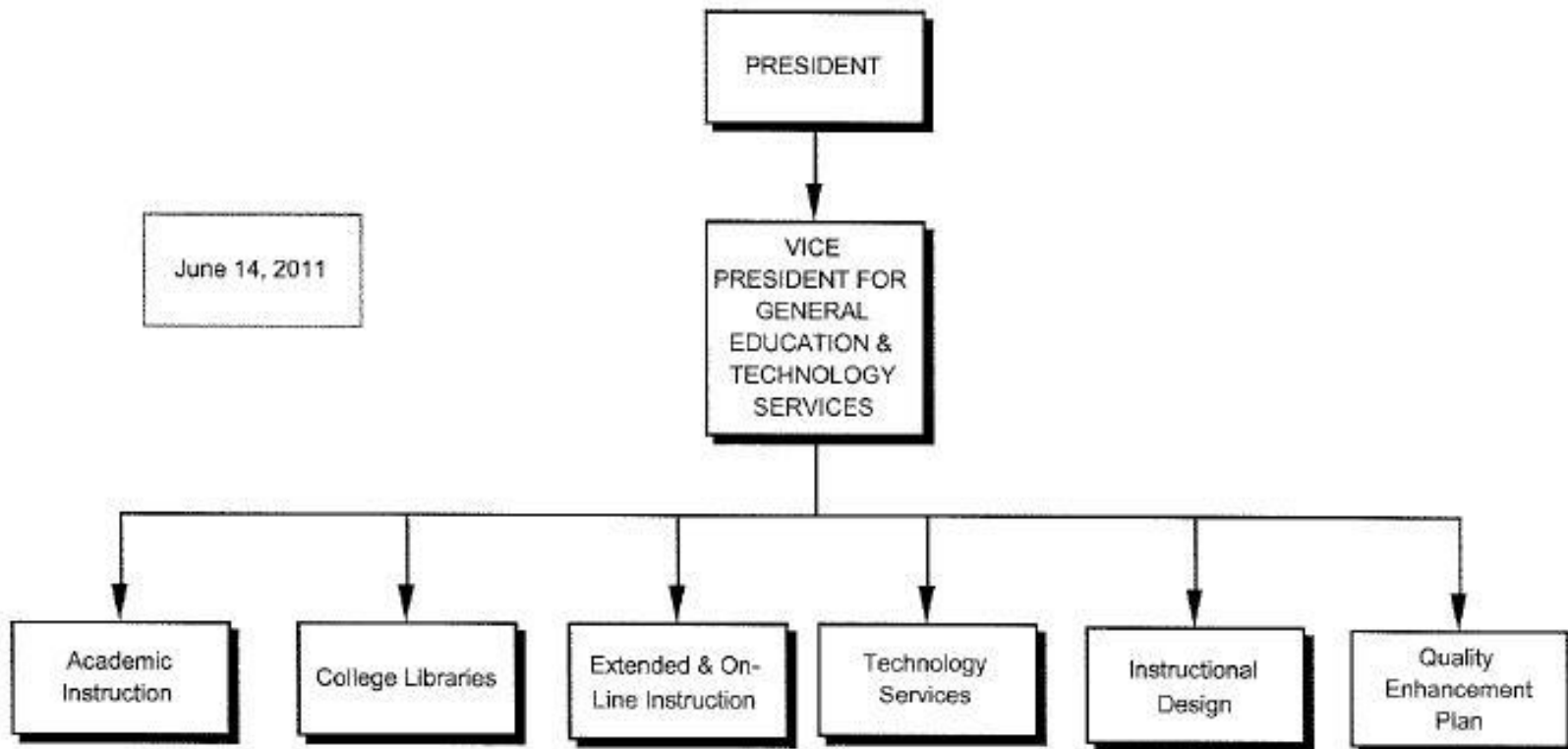


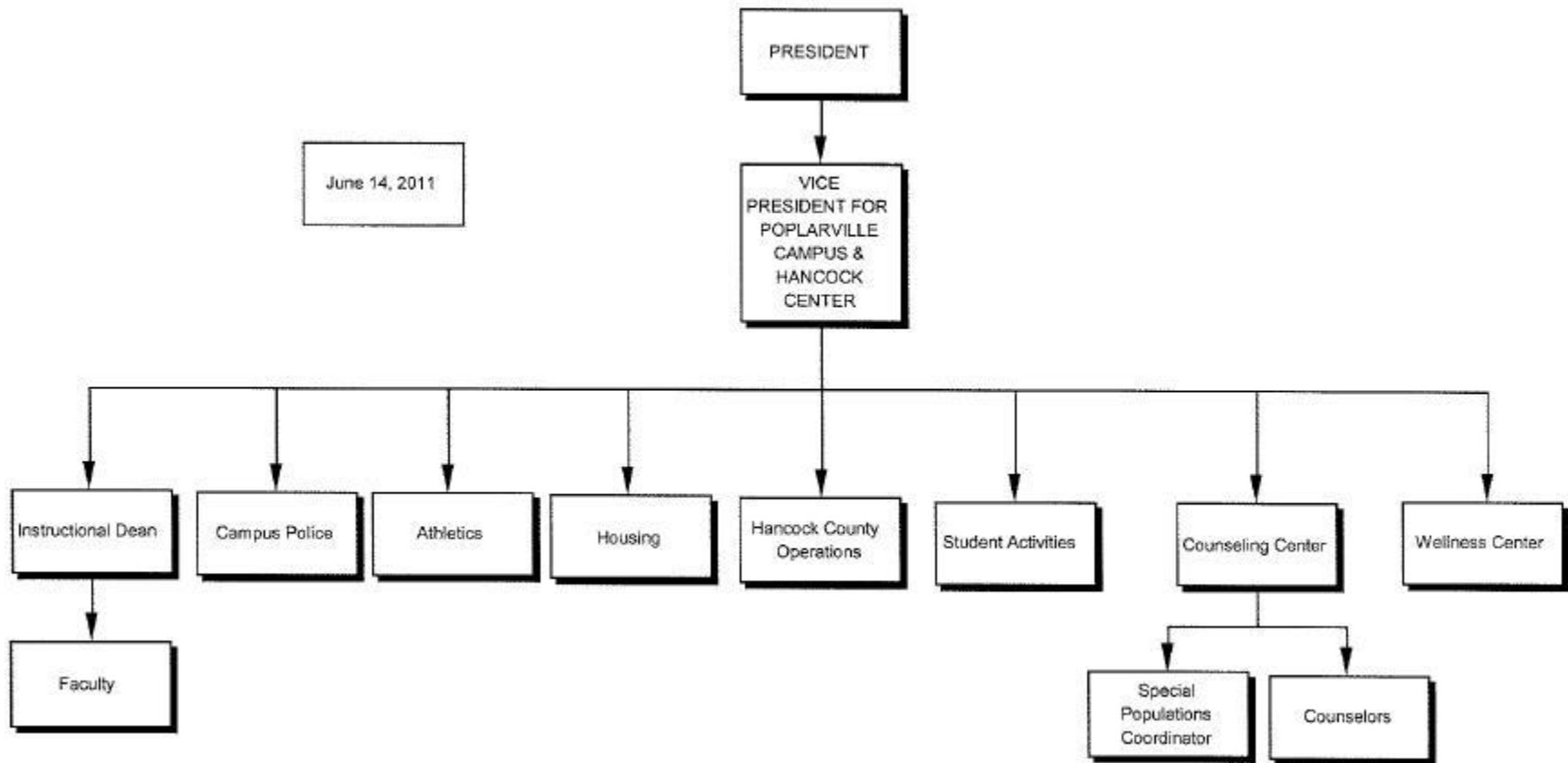
Sept. 23, 2011

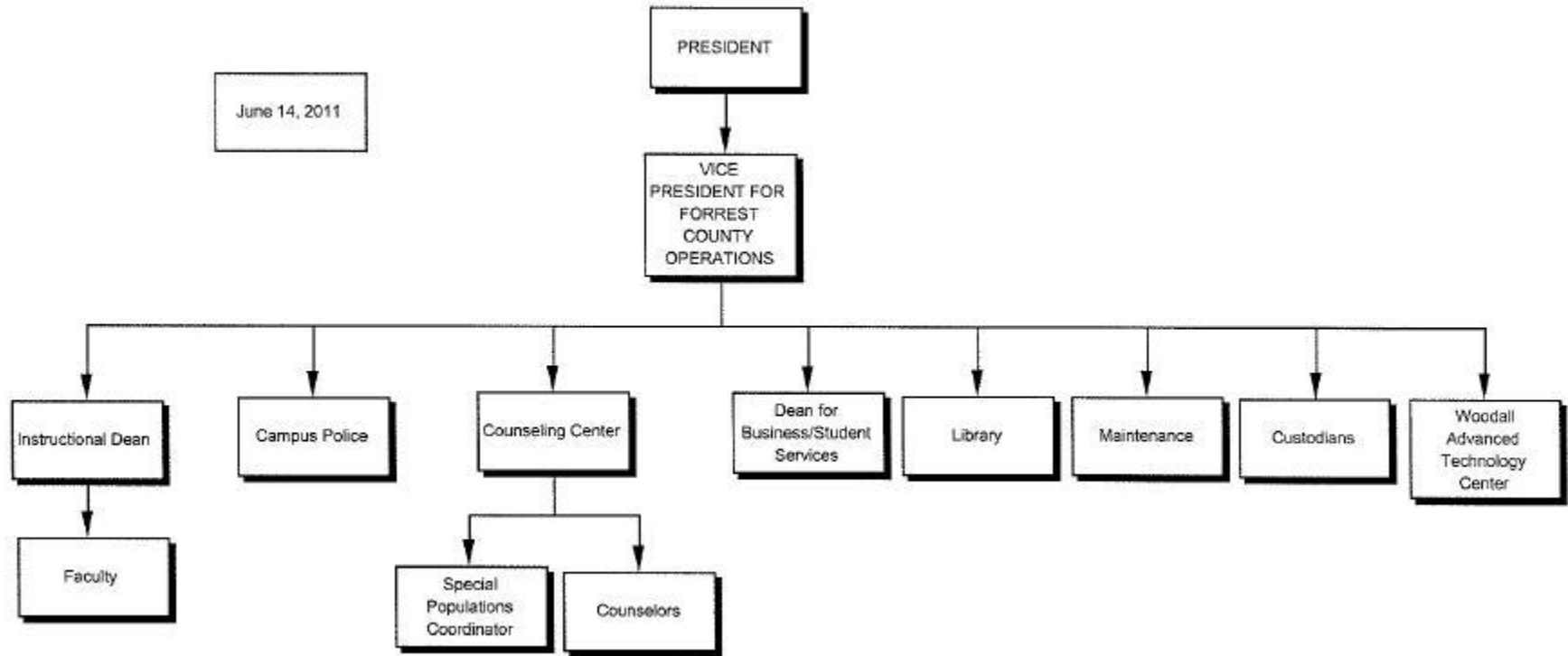












**PEARL RIVER COMMUNITY COLLEGE
ACADEMIC CALENDAR
2011 FALL SEMESTER**

Registration	Hancock Center	August 5
	Forrest County Center	August 8 and 9
	Poplarville Campus	August 11 and 12

*AUGUST 9	FACULTY RETURN
*AUGUST 9 and 10	FACULTY AND STAFF ORIENTATION
*AUGUST 11	NEW FACULTY ORIENTATION
AUGUST 15	DAY AND NIGHT CLASSES BEGIN
*AUGUST 15, 16, AND 17	LATE REGISTRATION
AUGUST 19	LAST DAY TO DROP AND ADD CLASSES
AUGUST 19	ONLINE CLASS REGISTRATION ENDS AT 3:00 P.M.
AUGUST 22	ONLINE CLASSES BEGIN
AUGUST 23	ONLINE DROP AND ADD ENDS AT 3:00 P.M.
SEPTEMBER 5	LABOR DAY HOLIDAY (Day and Night classes will not meet)
OCTOBER 10	COLUMBUS DAY HOLIDAY (Night classes WILL meet; Day classes WILL NOT meet)
*OCTOBER 11	PROGRESS GRADES DUE 12:00 NOON
NOVEMBER 1-30	EARLY SPRING TERM REGISTRATION
NOVEMBER 4	LAST DAY TO WITHDRAW FROM ONLINE CLASSES
NOVEMBER 4	LAST DAY TO WITHDRAW WITH A GUARANTEED "W" GRADE
NOVEMBER 21-25	THANKSGIVING HOLIDAYS (Day and Night classes will not meet)
*DECEMBER 2	FINAL GRADES DUE FOR ONLINE CLASSES AT 12:00 NOON
*DECEMBER 6	LAST DAY OF REGULAR TR CLASSES
*DECEMBER	7 LAST DAY OF REGULAR MWF AND MW CLASSES
DECEMBER 6, 7, 8, AND 12	FINAL EXAMS - NIGHT CLASSES
DECEMBER 8, 9, 12 AND 13	FINAL EXAMS - DAY CLASSES
*DECEMBER 14	FINAL GRADES DUE 9:00 A.M.
*DECEMBER 16	LAST WORK DAY FOR STAFF
*DECEMBER 19-JANUARY 1, 2012	CHRISTMAS HOLIDAYS

***For internal use; not in catalog**
Administrative Council Approved: December 9, 2009
Board of Trustees Approved: January 12, 2010

**PEARL RIVER COMMUNITY COLLEGE
ACADEMIC CALENDAR
2011 FALL SEMESTER**

Registration	Hancock Center	August 5
	Forrest County Center	August 8 and 9
	Poplarville Campus	August 11 and 12

AUGUST 11	NEW STUDENT ORIENTATION
AUGUST 15	DAY AND NIGHT CLASSES BEGIN
AUGUST 19	LAST DAY TO DROP AND ADD
AUGUST 19	ONLINE CLASS REGISTRATION ENDS AT 3:00 P.M.
AUGUST 22	ONLINE CLASSES BEGIN
AUGUST 23	ONLINE DROP AND ADD ENDS AT 3:00 P.M.
SEPTEMBER 5	LABOR DAY HOLIDAY (Day and Night classes will not meet)
OCTOBER 10	COLUMBUS DAY HOLIDAY (Night classes WILL meet; Day classes WILL NOT meet)
NOVEMBER 1-30	EARLY SPRING TERM REGISTRATION
NOVEMBER 4	LAST DAY TO WITHDRAW FROM ONLINE CLASSES
NOVEMBER 4	LAST DAY TO WITHDRAW WITH A GUARANTEED "W" GRADE
NOVEMBER 21-25	THANKSGIVING HOLIDAYS (Day and Night classes will not meet)
DECEMBER 6, 7, 8 AND 12	FINAL EXAMS - NIGHT CLASSES
DECEMBER 8, 9, 12 AND 13	FINAL EXAMS - DAY CLASSES

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**PEARL RIVER COMMUNITY COLLEGE
ACADEMIC CALENDAR
2012 SPRING SEMESTER**

Registration	Hancock Center	January 2
	Forrest County Center	January 3 and 4
	Poplarville Campus	January 5 and 6

*JANUARY 2	STAFF RETURNS
*JANUARY 5	FACULTY RETURNS
JANUARY 9	DAY AND NIGHT CLASSES BEGIN
*JANUARY 9, 10, 11	LATE REGISTRATION
JANUARY 13	LAST DAY TO DROP AND ADD CLASSES
JANUARY	ONLINE CLASS REGISTRATION ENDS AT 3:00 P.M.
JANUARY 16	MARTIN LUTHER KING HOLIDAY (Night classes WILL meet; Day classes WILL NOT meet)
JANUARY	ONLINE CLASSES BEGIN
JANUARY	ONLINE DROP AND ADD ENDS AT 3:00 P.M.
FEBRUARY 20 AND 21	MARDI GRAS HOLIDAYS (Day and Night classes will not meet)
*MARCH 5	PROGRESS GRADES DUE AT 9:00 A.M.
MARCH 19-23	SPRING BREAK
APRIL	LAST DAY TO WITHDRAW FROM ONLINE CLASSES
APRIL 2-30	EARLY SUMMER AND FALL REGISTRATION
APRIL 6	GOOD FRIDAY HOLIDAY
APRIL 9	LAST DAY TO WITHDRAW WITH A GUARANTEED "W" GRADE
*APRIL	ONLINE GRADES DUE AT 12:00 NOON
*MAY 2	LAST DAY OF REGULAR MW CLASSES
*MAY 3	LAST DAY OF REGULAR TR CLASSES
*MAY 4	LAST DAY OF REGULAR MWF CLASSES
MAY 2, 3, 7, AND 8	FINAL EXAMS - NIGHT CLASSES
MAY 7, 8, 9, AND 10	FINAL EXAMS - DAY CLASSES
*MAY 11	FINAL GRADES DUE 9:00 A.M.
MAY 15	GRADUATION

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**PEARL RIVER COMMUNITY COLLEGE
ACADEMIC CALENDAR
2012 SPRING SEMESTER**

Registration	Hancock Center	January 2
	Forrest County Center	January 3 and 4
	Poplarville Campus	January 5 and 6

JANUARY 9	DAY AND NIGHT CLASSES BEGIN
JANUARY 13	LAST DAY TO DROP AND ADD CLASSES
JANUARY	ONLINE CLASS REGISTRATION ENDS AT 3:00 P.M.
JANUARY 16	MARTIN LUTHER KING HOLIDAY (Night classes WILL meet; Day classes WILL NOT meet)
JANUARY	ONLINE CLASSES BEGIN
JANUARY	ONLINE DROP AND ADD ENDS AT 3:00 P.M.
FEBRUARY 20 AND 21	MARDI GRAS HOLIDAYS (Day and Night classes will not meet)
MARCH 19-23	SPRING BREAK
APRIL	LAST DAY TO WITHDRAW FROM ONLINE CLASSES
APRIL 2-30	EARLY SUMMER AND FALL REGISTRATION
APRIL 6	GOOD FRIDAY HOLIDAY
APRIL 9	LAST DAY TO WITHDRAW WITH A GUARANTEED "W" GRADE
MAY 2, 3, 7, AND 8	FINAL EXAMS - NIGHT CLASSES
MAY 7, 8, 9, AND 10	FINAL EXAMS - DAY CLASSES
MAY 15	GRADUATION

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**PEARL RIVER COMMUNITY COLLEGE
ACADEMIC CALENDAR
2012 SUMMER SEMESTER**

Registration	All Location – First Term Day Classes, Night, Weekend, and Online	May 16-30
	All Location – Second Term Day Classes and Weekend	June 1-18

MAY 21	NIGHT CLASSES BEGIN
MAY 28	MEMORIAL DAY HOLIDAY (Night Classes will meet)
MAY 31	DAY CLASSES BEGIN - FIRST TERM
MAY 31	LAST DAY TO DROP AND ADD FIRST TERM DAY CLASSES
JUNE 20	LAST DAY TO WITHDRAW WITH A GUARANTEED “W” GRADE FROM FIRST TERM SUMMER DAYS
JUNE 28	FINAL EXAMS - FIRST TERM SUMMER DAYS
JULY 2	DAY CLASSES BEGIN - SECOND TERM
JULY 2	LAST DAY TO DROP AND ADD CLASSES FROM SECOND TERM DAY CLASSES
JULY 4	INDEPENDENCE DAY HOLIDAY (Night Classes WILL meet; Day Classes WILL NOT meet.)
JULY 9	LAST DAY TO WITHDRAW WITH A GUARANTEED “W” GRADE FROM SUMMER NIGHT CLASSES
JULY 23	LAST DAY TO WITHDRAW WITH A GUARANTEED “W” GRADE FROM SECOND TERM SUMMER DAYS
JULY 31	FINAL EXAMS - SECOND TERM SUMMER DAYS
JULY 30 AND 31, AUGUST 1 AND 2	FINAL EXAMS- SUMMER NIGHT CLASSES
*AUGUST 3	FINAL GRADES DUE AT 12:00 NOON

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**PEARL RIVER COMMUNITY COLLEGE
ACADEMIC CALENDAR
2012 SUMMER SEMESTER**

Registration	All Location – First Term Day Classes, Night, Weekend, and Online	May 16-30
	All Location – Second Term Day Classes and Weekend	June 1-18

MAY 21	NIGHT CLASSES BEGIN
MAY 28	MEMORIAL DAY HOLIDAY (Night Classes will meet)
MAY 31	DAY CLASSES BEGIN - FIRST TERM
MAY 31	LAST DAY TO DROP AND ADD FIRST TERM DAY CLASSES
JUNE 20	LAST DAY TO WITHDRAW WITH A GUARANTEED “W” GRADE FROM FIRST TERM SUMMER DAYS
JUNE 28	FINAL EXAMS - FIRST TERM SUMMER DAYS
JULY 2	DAY CLASSES BEGIN - SECOND TERM
JULY 2	LAST DAY TO DROP AND ADD CLASSES FROM SECOND TERM DAY CLASSES
JULY 4	INDEPENDENCE DAY HOLIDAY (Night Classes WILL meet; Day Classes WILL NOT meet.)
JULY 9	LAST DAY TO WITHDRAW WITH A GUARANTEED “W” GRADE FROM SUMMER NIGHT CLASSES
JULY 23	LAST DAY TO WITHDRAW WITH A GUARANTEED “W” GRADE FROM SECOND TERM SUMMER DAYS
JULY 31	FINAL EXAMS - SECOND TERM SUMMER DAYS
JULY 30 AND 31, AUGUST 1 AND 2	FINAL EXAMS- SUMMER NIGHT CLASSES

**Administrative Council Approved: December 9, 2009
Board of Trustees Approved: January 12, 2010**

**FALL 2011 FINAL EXAMINATION SCHEDULE
ACADEMIC, TECHNICAL AND CAREER CLASSES**

Night Classes:	Tuesday:	December 6	Thursday:	December 8
	Wednesday:	December 7	Monday:	December 12 (Exam will be at 7 p.m.)

(Night class exams will be given at regular scheduled times except for Monday, December 12.)

Date	Time	Class Times
Thursday, Dec 8	8:00 - 9:50	8:00-8:50 MWF 8:00-9:15 MW
	10:00 - 11:50	12:15-1:30 TR
	1:00 - 2:50	10:00-10:50 MWF 10:00-11:15 MW/10:50-12:05 MW
	3:00 - 4:50	1:00-1:50 MWF 1:00-2:15 MW
Friday, Dec 9	8:00 - 9:50	9:00- 9:50 MWF 9:00 - 10:15 MW/ 9:25 - 10:40 MW
	10:00 - 11:50	11:00-11:50 MWF 11:00 -12:15 MW
	1:00 - 2:50	1:40 - 2:55 TR
	3:00 - 4:50	3:00-4:15 MW/3:05-4:20 MW
	5:00 - 6:50	4:30-5:45 MW
Monday, Dec 12	8:00 - 9:50	8:00- 9:15 TR
	10:00 - 11:50	12:00-12:50 MWF 12:00-1:15 MW/12:15-1:30 MW
	1:00 - 2:50	9:25-10:40 TR
	3:00 - 4:50	3:05-4:20 TR
	5:00 - 6:50	4:30-5:45 TR
Tuesday, Dec 13	8:00 - 9:50	10:50-12:05 TR
	10:00 - 11:50	2:00- 2:50 MWF 2:00 - 3:15 MW/1:40-2:55 MW

A student with three examinations on one day may see their instructor **on or before Wednesday, November 30, 2011** to request moving an examination to another day.

No changes are to be made in the test schedule without prior approval. Laboratory tests should be scheduled during laboratory periods unless they are incorporated with the lecture examinations.

Final examinations will be administered to all students. However, grades will not be released to students who have not taken care of financial accounts such as those at the PRCC bookstore, traffic fines, or the Business Office. Also, students are required to return library books and pay library fines by Monday, December 5, 2011.

**SPRING 2012 FINAL EXAMINATION SCHEDULE
ACADEMIC, TECHNICAL AND CAREER CLASSES**

Night Classes:	Wednesday: May 2	Monday: May 7
	Thursday: May 3	Tuesday: May 8

(Night class exams are to be given at regular scheduled times.)

DATE	TIME	CLASS TIMES
Monday, May 7	8:00 - 9:50	8:00 - 9:15 TR
	10:00 - 11:50	12:00-12:50 MWF 12:00-12:15 MW/12:15-1:30 MW
	1:00 - 2:50	9:25-10:40 TR
	3:00 - 4:50	3:00 - 4:20 TR
Tuesday, May 8	8:00 - 9:50	8:00-8:50 MWF 8:00 - 9:15 MW
	10:00 - 11:50	1:40-2:55 TR
	1:00 - 2:50	10:00-10:50 MWF 10:00 -11:15 MW/10:50-12:05 MW
	3:00 - 4:50	4:30-5:45 MW
Wednesday, May 9	8:00 - 9:50	9:00-9:50 MWF 9:00-10:15 MW/9:25-10:40 MW
	10:00 - 11:50	11:00-11:50 MWF 11:00 -12:15 MW
	1:00 - 2:50	12:15-1:30 TR
	3:00 - 4:50	3:00-4:15 MW/3:05-4:20 MW
	5:00 - 6:50	4:30 - 5:45 TR
Thursday, May 10	8:00 - 9:50	1:00 - 1:50 MWF 1:00 - 2:15 MW
	10:00 - 11:50	2:00 - 2:50 MWF 2:00 - 3:15 MW/1:40 - 2:55 MW
	1:00 - 2:50	10:50-12:05 TR

A student with three examinations on one day may see their instructor **on or before Monday, April 30 2011**, to request moving an examination to another day.

No changes are to be made in the test schedule without prior approval. Laboratory tests should be scheduled during laboratory periods unless they are incorporated with the lecture examinations.

Final examinations will be administered to all students. However, grades will not be released to students who have not taken care of financial accounts such as those at the PRCC bookstore, traffic fines, or the Business Office. Also, students are required to return library books and pay library fines by Wednesday, May 2, 2012.

FACULTY RESPONSIBILITIES

Faculty are selected because they are professionals in their fields. An instructor's conduct and attire are expected to conform to the same standards expected in the business community. The following checklist identifies important "to do" items when beginning the semester.

1. Carefully read this Handbook before the semester begins.
2. Make sure all employment paperwork is up-to-date in the appropriate administrator's office.
3. Establish and post office hours when you will be available for student conferences.
4. Check your mailbox on a regular basis.
5. Contact Angela Chadwick, Secretary to the Chief Technology Officer, to obtain a Personal Identification Number (PIN) in order to access your class rolls and to enter grades in the Banner System.
6. Meet each class as scheduled and teach for the entire period.
7. Do not move your class to another classroom without first checking with the Department Chair or other appropriate administrator.
8. Be prompt in beginning and dismissing all classes.
9. If you expect to be absent from a class, the appropriate administrator should be notified as early as possible of the date you will be absent and the plans you have made to have your class covered.
10. Communicate in writing your individual class policies by providing a syllabus for each course taught. Your syllabus should contain all the information in the sample syllabi.
11. Have sufficient copies of the course syllabus before the first class meeting unless you plan to provide your syllabus through Blackboard.
12. Grade and return promptly all assignments to the students.
13. Teach the subject matter of assigned courses as outlined in the syllabus. Cultivate in the students a proper attitude toward college both in and out of the classroom through the teaching of good citizenship, respect for the rights of others, and respect for school property.
14. Strive constantly to improve the methods, content and value of each course taught, while keeping in mind the diversity of the students' present and future needs.
15. Refer students for counseling and testing services when appropriate.
16. Maintain a classroom environment that is conducive to learning. All discipline and/or behavioral problems must be dealt with according to the policy outlined in the Policy and Procedure Manual (www.prc.edu) and the Student Handbook, "The Cat Country Guide".
17. Maintain accurate attendance records and comply with the policy on Student Attendance.
18. Adhere to all timetables established by the appropriate administrator, particularly with regard to reporting of grades and completion of class roll audits.
19. Give final examinations on the days assigned by the official calendar and examination schedule.



20. Serve as an advisor to students in a specific major as assigned by your administrator and keep abreast of changes in the transfer requirements of particular majors.
21. Assume responsibility for safe and proper use of equipment and supplies.
22. Enforce the College's rule for no smoking, eating, or drinking in classrooms.
23. Accept and carry out both extra-curricular and other duties as assigned by the administration.
24. Attend all faculty meetings.
25. Provide suggestions and recommendations for decision making and planning through appropriate channels.
26. Work with the Developmental Disabilities Specialist to meet the academic needs of any student with a disability.
27. Behave in such a manner in all circumstances as to uphold the highest standards of professionalism in order to project a positive image as a representative of the College.
28. Check your PRCC email daily. All contracts will be sent to your PRCC email address.

SPECIAL RESPONSIBILITIES FOR ONLINE INSTRUCTORS

See the Distance Learning Policy and Procedure Manual

SPECIAL RESPONSIBILITIES FOR ADJUNCT INSTRUCTORS

Adjunct instructors should read and adhere to the “faculty responsibilities” listed above. The following is additional information for adjunct instructors.

1. Check with Dr. Martha Lou Smith (Vice President for General Education & Technology Services), your Department Chair, Mr. Raymunda Barnes (Director of the Hancock Center) or Ms. Susan Donohue (Director of General Education, Forrest County Center), as appropriate, concerning books, grade books, and copies of syllabi.
2. Try to arrive early for class and plan to remain a few minutes after class for student conferences.
3. If you must miss class unexpectedly, notify the appropriate administrator immediately. Every effort should be made to notify students if it is necessary that a class be cancelled. If you have a list of student phone numbers, students can be telephoned, thus saving them a drive to class. Or, you may email students at their PRCC Student Email address. Regardless of your absence, you should submit your plans for making up the work missed to your administrator.
4. Contact Angela Chadwick, Secretary to the Chief Technology Officer, to obtain a “PIN” in order to access your class rolls and to enter grades in the Banner System.
5. Forrest County Center and Hancock Center instructors should locate their mailboxes and check them each day or before each class meeting.
6. Check your PRCC email daily. All contracts will be sent to your PRCC email address.

NOTE: Adjunct Faculty are paid over a 4 month period.
For additional information contact the Payroll Office at (601) 403-1202.

END OF SEMESTER RESPONSIBILITIES

Each faculty member is responsible for:

1. Reporting final grades within the appropriate time frame.
2. Completing the grade book and turning the grade book in following the instructions provided. Be sure to maintain a copy for your records. Please note that grade books will be submitted electronically. Files are to be titles using the following format:

Instructor name_course_section_semester_CRN_grades
(Example: John Doe_ART 1113_P01_FA11_10237_grades)

You may opt to maintain your records in hardcopy format; however, you will be required to submit the grades digitally. You will scan your grade book and save the file using the file format above.

3. Turning in a copy of the class syllabus and the final exam on any class that you are teaching for the **first time** at PRCC to your department chair or other administrator. These documents are also to be submitted electronically using the following file name format:

Instructor name_course_section_semester_CRN_syllabus
(Example: John Doe_ART 1113_P01_FA11_10237_syllabus)

Instructor name_course_section_semester_CRN_final exam
(Example: John Doe_ART 1113_P01_FA11_10237_final exam)

4. Turning in all keys or re-signing for keys in the appropriate administrator's office
5. Turning in any textbooks and materials that were checked out.

Your final check cannot be issued until all these things have been done.



POLICY OF BOARD OF TRUSTEES
OF
PEARL RIVER COMMUNITY COLLEGE

Adopted April 13, 1976
Revision # 7 Date: October 10, 2007
PRCC Reference: Educational Programs

ATTENDANCE

Policy:

Pearl River Community College expects regular and punctual attendance of all students.

Procedure:

Absences –

- A. Regular semester day and all night classes - Academic and technical students missing a class more than twice the times it meets in a week during a semester will be dismissed from that class due to excessive absences. Career students enrolled in a "shop class" will be allowed a maximum of six absences during a semester.
- B. Summer day classes - Academic and technical students are allowed only two absences during any four week term. Career students enrolled in an eight week "shop course" are allowed four absences.

Weekend classes - A student should not be absent from any part of a weekend class. Only in extreme circumstances may a student be excused by the instructor for missing any portion of a weekend class session.

Other classes - A student may not be absent more than twice as many times as the number of semester hours of credit conveyed by a course. An absence is defined in this case as missing fifty (50) minutes of a lecture (or equivalent) class, or missing one hundred (100) minutes of a laboratory, shop, activity, or field type of class.

An instructor may propose a stricter rule for absences from a class if approved by the instructor's immediate supervisor and by the next level of administration.

The absence rule for any class must be included in the course syllabus provided to all students at the first meeting of the class.

Attendance –

- A. To pass a course, a student is required to take all tests scheduled by the instructor and satisfactorily fulfill the performance objectives of each course.
- B. If a student has to miss class, on the day the student returns to class, he or she has the responsibility of contacting the instructor in order to schedule any make-up work.
- C. A student may make up work missed if valid reasons for missing, such as illness, accident, or other extenuating circumstances are accepted by the instructor. A student has one week after returning to class to schedule make up work unless circumstances indicate that extra time is needed. Regular scheduled tests and examinations missed without a valid reason will be recorded as a grade of zero.
- D. Students will be informed of those programs which may have specific attendance requirements mandated by external agencies and/or program guidelines.



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- E. After a student cuts out of a class he/she cannot be readmitted to that class without permission from the instructor.
- F. A request for a hearing with the instructor must be made one (1) day after the student has been informed by the instructor that he/she has been dropped from class due to excessive absences.
- G. Readmission to class will be determined based on reasonable evidence presented to the instructor. Therefore, students requesting a hearing should be prepared to show proof to support their argument for excessive absences, i.e. a doctor's excuse, etc.
- H. School business will not be counted as an absence from class. The names of students to be excused will appear in the Friday Report. Faculty and staff members responsible for activities requiring students to miss school must report the absences to the appropriate person before 9:00 a.m. Thursday after an absence for school business.
- I. A record of class attendance will be kept beginning with the date of the first class meeting.
- J. Instructors should turn in "cut-out" forms to the admissions office no later than Thursday at 3:00 p.m. of the following week.
- K. Three tardies will count as one absence. A tardy of fifteen minutes or more will be considered an absence. A student leaving any class without official dismissal will be counted absent.
- L. An instructor of a distance education course will record attendance in a grade book. A distance education student is classified as current, active, inactive or dropped/withdrawn with the last date of attendance recorded. These categories are defined as follows:
- current – Contact is being made on a regular basis and student is current in assignments.
 - active – Contact is being made on a regular basis; however, the student may be behind in submitting his/her work.
 - inactive – Contact has been lost with the student.
 - dropped (withdrawn) – Student dropped the course and documentation submitted by the student is confirmed.

The last date of attendance (LDA) for an inactive student or a dropped student will be the last date of contact with the student. The instructor should download a copy of his or her class roster at the end of the sixth week. This report will be complete with dates indicating if the student is active, inactive, current, withdrawn, or dropped. The last date of attendance (LDA) will be shown. The student's attendance status is determined by the instructor and supported by the email logs, assignment and test columns, verification of log-in and log-out times, time spent in a particular unit or other part of online courseware, time spent in chats and online discussion.



POLICY OF BOARD OF TRUSTEES
OF
PEARL RIVER COMMUNITY COLLEGE

Adopted May 10, 2005
Revision # Date:
PRCC Reference: Personnel

CONSENSUAL RELATIONSHIPS

Policy:

Pearl River Community College may restrict consensual relationships between employees and students and between employees.

Procedure:

No College employee shall enter into or maintain a consensual romantic or sexual relationship with a student of the College.

No College employee shall enter into or maintain a consensual romantic or sexual relationship with any other employee over whom they exercise any academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence.

All College employees must preserve the integrity of their relationships with students, and are expected to maintain at all times the highest level of professionalism with students, whether or not any real authority over the students exists. Therefore, situations which may present the appearance of a consensual romantic or sexual relationship between a College employee and any student of the College should be avoided.

Any student or employee who is determined to be in violation of this policy is subject to appropriate disciplinary action, which may include dismissal from the College, in the case of a student, or termination, in the case of an employee. Due process will be followed for any student or employee subjected to disciplinary action.

For purposes of this Policy and Procedure, the following terms are defined:

Employee: An employee is any person employed by Pearl River Community College as a faculty or staff member, whether full-time or part-time. Adjunct instructors are considered, for the purposes of this policy and procedure, to be employees of the College.

Student: A student is any person enrolled full-time or part-time in any instructional program offered by Pearl River Community College.

Consensual relationship: A consensual relationship is a sexual and/or romantic relationship, other than marriage, between two persons who voluntarily enter into such a relationship.

Note: Non-consensual relationships are addressed in the College's Sexual Harassment Policy.



POLICY OF BOARD OF TRUSTEES
OF
PEARL RIVER COMMUNITY COLLEGE

Adopted December 7, 1993
Revision # 1 Date: May 10, 2006
PRCC Reference: Educational Programs

CREDIT BY EXAMINATION

Policy:

Pearl River Community College will award credit to students who have satisfactorily completed college level course work by examination.

Procedure:

College Entrance Examination Board (CLEP)

A student who has not earned college-level credit in the subject area may take a CLEP subject-area examination. Credit is awarded to only those students whose scores meet or exceed the national norms. Students are restricted to a maximum of thirty (30) semester hours with not more than six (6) hours of two (2) courses in one subject area.

In order for a student to get credit for a CLEP Examination, the test score must be on file in the admissions office. It is necessary to earn a minimum of fifteen (15) semester hours of college credit, at Pearl River Community College, in the regular college program, before CLEP credit is recorded on the transcript. A letter grade of "Z" will be printed on the student's record indicating a passing grade for a CLEP examination.

A listing of courses that will be accepted at Pearl River Community College through the CLEP examinations is listed in the College Catalog.

Credit by Examination

A student may receive credit for a college course upon passing a comprehensive final examination in the subject. The process is initiated with a student making a written request with the Vice President for Instruction. The Vice President may consult with an instructor in the subject area to arrange for a meeting with the student to discuss the level of knowledge and the administration of an examination. The student will register for the course and pay \$25 per credit hour. If a student wishes to request credit by examination while enrolled in a regular course of the same subject, the student must make the request before the end of the "drop and add" period of that session. (The fee of \$25 per credit hour still applies.) In special cases, the Vice President may choose to delete the charge and payment related to credit by examination.

A qualified faculty member will be asked to develop, administer, and grade the exam. The grade will be pass or fail and based upon "passing" as being equal to a regular letter grade of "C" or better.

The examination should be graded within two weeks of administering the exam. Upon receiving the grade and completed examination, the Vice President may request a \$50 payment for the faculty member. A copy of the completed examination should be retained by the faculty member for one academic year.



POLICY OF BOARD OF TRUSTEES
OF
PEARL RIVER COMMUNITY COLLEGE

Adopted May 10, 2005
Revision # Date:
PRCC Reference: Student Affairs

ELECTRONIC DEVICES

Policy:

Pearl River Community College may restrict the use of electronic devices in instructional settings.

Procedure:

The possession of a cellular or wireless telephone, pager, or any other communication device is prohibited in any setting in which testing of any sort is taking place, whether the device is on or off.

The use of a cellular or wireless telephone, pager, or other communication device is prohibited in all College instructional settings, including classrooms, laboratories, shops, libraries, auditoriums, or any other location where instruction, recitation, performance or any other activity with the goal of student learning is taking place.

The use of any device equipped with memory capability, such as a computer, calculator, or other device, is subject to restrictions, including being banned completely, by the instructor of a course. These restrictions should be communicated to the student in the course syllabus at the beginning of the course, but are subject to change if a reasonable effort is made by the instructor to communicate any change to the student.

A person violating this policy and procedure is subject to disciplinary action, which may include confiscation of the device, dismissal from the instructional setting, dismissal from a class in which the violation occurs, or dismissal from the College.

Due process will be afforded any student disciplined as a result of violation of this policy and procedure.



POLICY OF BOARD OF TRUSTEES
OF
PEARL RIVER COMMUNITY COLLEGE

Adopted June 14, 1977
Revision # 5 Date: May 14, 2003
PRCC Reference: Instruction

GRADING

Policy:

A college approved grading scale will be followed by all instructors.

Procedure:

The following grade scale will be used for all credit classes provided by the College.

A (90-100, excellent); B (80-89, good); C (70-79, average); D (60-69, poor); F (below 60, failure); W (withdrawn); P (passed); I (incomplete).

1. For credit classes during the Fall and Spring semesters, a minimum of one major grade (hour test, major report, etc.) and four minor grades will be given prior to the progress grade determination. A minimum of one major grade and four minor grades will be given between the progress grade period and the final examination.
2. For credit classes during the Summer semester a minimum of two major grades and six minor grades are required. Each instructor will provide progress grade information to students.
3. The semester average will be determined as follows:
 - Minor Grades (15-35%)
 - Major Grades (30-60%)
 - Final Exam (25-35%)
4. A final examination will be administered in each class during the designated exam period and in accordance with an approved exam schedule. The exam will be comprehensive in nature for the content covered throughout the semester.
5. All class grades are to be recorded in a grade book and submitted electronically at the end of each semester for review and filing.
6. A student who is dismissed from class because of excessive absences or as a result of disciplinary action will receive a grade of "F" regardless of the grade average on the date of dismissal.
7. An instructor may assign an "I" (incomplete), in the rare circumstance in which a student has not completed the requirements for a course as a result of an accident, illness, or other approved reason. An incomplete grade is to be awarded only if the student and instructor have communicated prior to the submission of semester grades. If the requirements for the course are not completed, and the grade for the course is not assigned before the end of the next Fall or Spring semester, the grade of "I" will be changed to "F", unless otherwise provided for or approved by the dean or director over the instructional area. (A student who takes the final examination for a course may not be assigned a grade of "I".)
8. Each instructor must include specific grading information in the course syllabus as to how the final grade



for the students will be determined and this information will be distributed to students at the beginning of the course.

9. Students receiving Veterans Administration educational benefits under the P.L. 90-77 must make a 2.0 grade point average on all hours attempted each semester after the last day to drop a course to remain in good standing with the Veterans Administration.
10. Students shall not be involved in activities of grading or duplicating tests for instructors.
11. A variety of examination methods are utilized for distance education courses. These may include the following: examinations administered over the web, examinations administered using conferencing software, or other methods. Most online courses will require at least one proctored test at a designated site. All community and junior colleges in Mississippi have designated testing centers to administer exams for other community colleges. A professional staff person at the testing site will be responsible for confirming proper identification, administering exams and returning exam materials to the originating site. To schedule an exam for a distance education course, go to www.prcc.edu and from Extended Education, link to Proctored Testing.

NOTE: Exceptions to the above-listed procedures must be approved by the respective instructional dean or director.



POLICY OF BOARD OF TRUSTEES
OF
PEARL RIVER COMMUNITY COLLEGE

Adopted May 10, 2005
Revision # Date:
PRCC Reference: Administrative

SEXUAL HARASSMENT

Policy:

Pearl River Community College is committed to maintaining a learning and work environment free from all forms of unlawful sexual harassment. The College will not ignore, tolerate, or condone sexual harassment of students or employees as defined by law.

Procedure:

Title VII of the Civil Rights Act of 1964 prohibits sex discrimination in the workplace. Subsequent court cases have ruled that sexual harassment constitutes discrimination. Title IX of the Education Amendments of 1972 prohibits sexual harassment of students.

Sexual harassment of a student may include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by an employee, by another student, or by a third party that is sufficiently severe, persistent, or pervasive so as to limit a student's ability to participate in or benefit from an education program or activity, or to create a hostile or abusive educational environment.

Sexual harassment of an employee may include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature such that (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

A student who feels that he or she has been or is being subjected to sexual harassment should inform the Dean of Student Services. If the student is uncomfortable in informing the Dean of Student Services, another person in a position of administrative responsibility may be informed.

An employee who feels that he or she has been or is being subjected to sexual harassment should inform his or her immediate supervisor. If the employee is uncomfortable in informing his or her immediate supervisor, another person in a position of administrative responsibility may be informed.

Any student or employee who is determined to have engaged in sexual harassment in violation of this policy is subject to appropriate disciplinary action, which may include dismissal from the College, in the case of a student, or termination, in the case of an employee. Due process will be followed for any student or employee subjected to disciplinary action.

For purposes of this Policy and Procedure, the following terms are defined:

Employee: An employee is any person employed by Pearl River Community College as a faculty or staff member, whether full-time or part-time. Adjunct instructors are considered, for the purposes of this policy and procedure, to be employees of the College.



Student: A student is any person enrolled full-time or part-time in any instructional program offered by Pearl River Community College.

POLICY OF BOARD OF TRUSTEES
OF
PEARL RIVER COMMUNITY COLLEGE

Adopted May 13, 2003
Revision # Date:
PRCC Reference: Instruction

STUDENT ACCESS TO FACULTY

Policy:

All instructors will be accessible to students.

Procedure:

1. A work schedule must be posted in a prominent place near the office door of each full-time and part-time instructor. A minimum of one hour during each day that the instructor teaches will be clearly identified so that students know that the instructor is normally available during that time for help and advisement. A statement that the instructor is available at other times by appointment must also be clearly displayed on this posted schedule.
2. Each instructor will inform students in the course syllabus of ways, other than in person, in which students may contact the instructor. These may include, but are not limited to, an email address, a postal address, an office telephone number, and, if the instructor chooses, a home or cellular telephone number. Providing such alternative means of contacting the instructor is particularly important for instructors of online classes, night classes, weekend classes, and other classes that meet in a manner other than the traditional two or three times a week in a classroom. An email address is required for instructors of online courses. Instructors of online courses must make this information easily available to distance learning students by posting it, and any other information that may help the student contact the instructor, on the Blackboard System.



POLICY OF BOARD OF TRUSTEES
OF
PEARL RIVER COMMUNITY COLLEGE

Adopted June 12, 2001
Revision # 2 Date: May 10, 2006
PRCC Reference: Educational Programs

STUDENT COURSE LOADS

Policy:

Pearl River Community College may place restrictions on student course loads.

Procedure:

1. The normal course load for a student seeking an Associate in Arts or Associate in Applied Science degree is 16 semester hours.
 2. A student seeking a degree who is enrolled in one or more developmental courses may register for no more than 14 semester hours without the approval of the appropriate administrator.
 3. A student who is seeking a degree and is not taking a developmental course may register for 19 or more semester hours only with the approval of the Vice President for Instruction or person designated by the Vice President.
 4. A student in a certificate or technical degree program requiring the student to enroll in 19 or more semester hours may do so with the approval of the director of the program.
 5. A full-time student must maintain a minimum course load of 12 semester hours, of which at least 9 must be other than activity courses. That is, a student must be enrolled in at least 9 semester hours that are either developmental courses or courses that may be applied toward an associate degree. (No more than 4 semester hours of activity courses may be applied toward an associate degree.)
- M. A student may enroll in distance education courses, traditional courses, or any combination of distance education courses and traditional courses in order to be classified as a full-time student. A minimum of twelve (12) hours of traditional on-campus courses must be maintained in order to reside in campus housing. Tuition for distance education courses will be the same as for off campus night or weekend courses.

Athletic eligibility for students enrolled in distance education courses shall be defined as follows: All athletes must be enrolled full time and in attendance within fifteen (15) calendar days from the beginning date of a particular term to be eligible to participate. To be considered full time, a student must be enrolled in 12 semester hours. Students taking distance education courses are considered full time if registered for at least six (6) semester hours on site at the certifying institution and six (6) or more hours with the certifying institution acting as the host institution for courses taught by other MACJC member colleges.



POLICY OF BOARD OF TRUSTEES
OF
PEARL RIVER COMMUNITY COLLEGE

Adopted June 8, 1976
Revision # 2 Date: May 13, 2003
PRCC Reference: Educational Programs

WITHDRAWAL FROM A CLASS OR FROM THE COLLEGE

Policy:

A student may withdraw from a class or from the College.

Procedure:

During the registration period, a student who wishes to withdraw from a class may complete the process online or seek the assistance of an academic or career-technical counselor. After the last day of registration, a student should consult with the instructor of that class and obtain a withdrawal form. After the student signs the form, the instructor will also sign it and will take the form to the Admissions Office. A student who wishes to withdraw from an online course should go to the Extended Education & Instructional Design website and submit an online withdrawal form.

No grade will be given if a student withdraws from a class during the drop/add period. After the drop/add period, a student who is determined by the instructor to be passing a course may withdraw with a grade of "W" at any time prior to the scheduled time for the final examination. Prior to the published date on which the term is 75% completed, a student may withdraw with a grade of "W" whether passing or not. After that date, a student who is determined by the instructor to be failing the course will receive a grade of "F" upon withdrawal. (A student who is dismissed from a class because of excessive absences or as a result of disciplinary action at any point in a term will receive a grade of "F.")

A student who wishes to withdraw from all classes taken at the College should obtain a Withdrawal Slip from a counselor, who will supply the necessary information on the front of the Withdrawal Slip and explain the procedure for clearing each department listed on the reverse side. The counselor will also notify the instructors of the classes from which the student is withdrawing. Upon delivering the completed Withdrawal Slip, along with identification, to the Business Office, a refund of fees will be made if applicable. The grade in each class from which the student withdraws will be determined by the instructor of the class according to the procedure stated above.



ADVISING

1. Advising Resources

- a. A four year college or university catalog. (Most can be accessed online).
- b. Articulation Agreement between Mississippi's community/junior colleges and public universities (www.sbcic.cc.ms.us/pubs.html)
- c. Current PRCC catalog (www.prcc.edu)

2. Student Course Loads

- a. The normal course load for academic students is 16 semester hours.
- b. An academic student enrolled in one or more developmental courses may register for no more than 14 semester hours without the approval of the appropriate administrator.
- c. An academic student who is not taking a developmental course may register for no more than 18 semester hours without the approval of the Vice President for General Education & Technology Services or the Vice President of Forrest County Operations.
- d. A full-time student must maintain a minimum course load of 12 semester hours, of which at least 9 must be other than activity courses. That is, a student must be enrolled in at least 9 semester hours that are either developmental courses or courses that may be applied toward an associate degree. (No more than 4 semester hours of activity courses may be applied toward an associate degree.)
- e. A student may enroll in distance education courses, traditional courses, or any combination of distance education courses and traditional courses in order to be classified as a full-time student. A minimum of twelve (12) hours of traditional courses must be maintained in order to reside in campus housing.
- f. Athletic eligibility for student enrolled in distance education courses shall be defined as follows: All athletes must be enrolled full time and in attendance within fifteen (15) calendar days from the beginning date of a particular term to be eligible to participate. To be considered full time, a student must be enrolled in 12 semester hours. Students taking distance education courses are considered full time if registered for at least six (6) semester hours on site at the certifying institution and six (6) or more hours with the certifying institution acting as the host institution for courses taught by other Mississippi Association of Community and Junior College member colleges.

3. Notes To Advisors

- a. Check ACT sub-scores carefully for Mathematics, English, and Reading placement. Please refer to New Student Course Placement and Avoid List in this document for assistance in student placement.
- b. Pay close attention to courses that have pre-requisites.
- c. Students should not delay taking their mathematics and laboratory science courses until later as this could delay their eligibility to transfer to a university.
- d. When helping the student select and arrange their courses, do not become too directive; remember you

are advising and suggesting. It is important that the student feels he or she is participating in this process.

- e. Before advising students to schedule on-line classes it is recommended that instructors and advisors review PRCC Online Guidelines at http://pr10.prcc.edu/~mlbyrd/online_guidelines/.

4. Advising General Studies Students

- a. A student who has not decided upon a major field of study is advised to follow the basic core curriculum during the freshman year.
- b. It is recommended that students choose a major before beginning the sophomore year.
- c. General studies students who have completed the basic core curriculum should be made aware that additional academic courses completed at PRCC will transfer to a senior college but will not necessarily apply toward all baccalaureate degrees.
- d. You may find that using a “Student/Advisor Worksheet Form” may be helpful when advising students. A copy of this form is located in the Forms section of the Faculty Handbook.
- e. Students should apply for graduation one semester prior to the semester in which they plan to graduate. Graduation applications are available at the following locations:

Associate in Arts Degree

- Vice President for General Education and Technology Services Office on the Poplarville campus
- Secretary to the Vice President for Forrest County Operations
- Secretary to the Director of the Hancock Center

Associate in Applied Science Degree

- Vice President for General Education and Technology Services Office on the Poplarville campus
- Forrest County Counseling Center
- Secretary to the Vice President for Forrest County Operations
- Secretary to the Director of the Hancock Center

NEW STUDENT COURSE PLACEMENT

English Placement

Persons to Contact:

Ms. Martha Willoughby, Poplarville
Mr. Greg Underwood, Forrest County Center

1. English Placement Based on ACT Scores

- ACT English score of 16 or above ENG 1113 (English Composition I)
- ACT English score of 13-15 ENG 0123 (Intermediate English)
- ACT English score of 1-12 ENG 0113 (Beginning English)

2. Placement Testing

At the beginning of each term, tests are available for students to verify appropriate placement. With permission of an English instructor, a student may take a placement test in the Learning Laboratory. The Learning Lab on the Poplarville campus should be contacted to set up testing. Forrest County Center students will have to travel to Poplarville to the Learning Lab for most placement testing.

Placement for Returning Students

A Grade of:	A, B, or C in ENG 1103 or ENG 1013 or ENG 0113	=	ENG 1023
	D or F in ENG 1103 or ENG 1013 or ENG 0113	=	Must remain in ENG 1013
	A, B, or C in ENG 1203 or ENG 1023 or ENG 0123	=	ENG 1113
	D or F in ENG 1203 or ENG 1023 or ENG 0123	=	Must remain in ENG 1023

Note: English 1103 or 1013 or 0113 and 1203 or 1023 or 0123 are a sequence. Those placed in 0113 cannot move directly into 1113 without going through 0123.

PLEASE REFER TO THE AVOID LIST ON PAGE 38 FOR PLACEMENT OF STUDENTS IN DEVELOPMENTAL COURSES

NOTE: STUDENTS ENROLLED IN MAT 0113, REA 0113, AND ENG 0113 SHOULD ALSO BE ENROLLED IN LLS 0113.

NEW STUDENT COURSE PLACEMENT

Reading Placement

Persons to Contact

Ms. Angie Barber, Poplarville
Ms. Sabrina Brown, Poplarville
Ms. Susan Donohue, Forrest County Center
Mr. Greg Underwood, Forrest County Center

1. Reading Placement Based on ACT Scores

- ACT Reading score of 16 or above may enroll in classes not listed on the avoid list
- ACT Reading score of 1-15 REA 0123 (Intermediate Reading)

2. Placement Testing

At the beginning of each term, tests are available for students to verify appropriate placement. With permission of the reading instructor, a student may take a placement test in the Learning Laboratory. The Learning Lab on the Poplarville campus should be contacted to set up testing. Forrest County Center students will have to travel to Poplarville to the Learning Lab for most placement testing.

Placement for Returning Students

A Grade of: A, B, or C in REA 1103 or REA 1013 or REA 0113 = REA 0123
 D or F in REA 1103 or REA 1013 or REA 0113 = Must remain in REA 0113

PLEASE REFER TO THE AVOID LIST ON PAGE 38 FOR PLACEMENT OF STUDENTS IN DEVELOPMENTAL COURSES

NOTE: STUDENTS ENROLLED IN MAT 0113, REA 0113, AND ENG 0113 SHOULD ALSO BE ENROLLED IN LLS 0113.

NEW STUDENT COURSE PLACEMENT

Mathematics Placement

Persons to Contact:

**Ms. Judy Roane, Poplarville
Ms. Jackie Runnels, Forrest County Center**

1. Mathematics Placement Based on ACT Scores

- ACT Math Score of 18 or above (with 2 years high school algebra)	MAT 1313 (College Algebra)
-ACT Math Score of 16-17 (With 1 year high school algebra)	MAT 1233 (Intermediate Algebra)
-ACT Math Score of 14-15	MAT 0123 (Beginning Algebra)
-ACT Math Score 1-13	MAT 0113 (Fundamentals of Mathematics)

2. Placement Testing

At the beginning of each term, tests are available for students to verify appropriate placement. With permission of the mathematics instructor, a student may take a placement test in the Learning Laboratory. The Learning Lab on the Poplarville campus should be contacted to set up testing. Forrest County Center students will have to travel to Poplarville to the Learning Lab for most placement testing.

Classroom Placement

Students enrolled in any mathematics course may move to a lower mathematics course during the first week of a regular semester. At registration, students may select to take a lower mathematics course than the one based on ACT placement.

A grade of C or higher is required to move from one math course to the next course. If a student has made a grade of D, F, or has withdrawn from the course, the student cannot be enrolled in a higher level mathematics course without first repeating the prerequisite course. A student cannot be placed in MAT 1313 (College Algebra) until they have satisfied the mathematics placement requirements.

NOTE: Mathematics courses are in a sequence. Students must follow this sequence.

PLEASE REFER TO THE AVOID LIST ON PAGE 38 FOR PLACEMENT OF STUDENTS IN DEVELOPMENTAL COURSES

NOTE: STUDENTS ENROLLED IN MAT 0113, REA 0113, AND ENG 0113 SHOULD ALSO BE ENROLLED IN LLS 0113.



AVOID LIST

Mathematics

A student enrolled in **MAT 0113** should not be enrolled in the following courses:

ACC - avoid all	CSC - avoid all
BAD - avoid all	ECO - avoid all
BIO - avoid all	EGR - avoid all
CHE - avoid all	PHY - avoid all

A student enrolled in **MAT 0123** should not be enrolled in the following courses:

BAD - 2533	CSC - avoid all
CHE - avoid all	ECO - avoid all

A student enrolled in **MAT 1233** should not be enrolled in the following courses:

CHE - avoid all	ECO - avoid all
CSC - 1123 and above	

English

A student enrolled in **ENG 0113** should not be enrolled in the following courses:

BAD - avoid all	JOU - avoid all
BIO - avoid all	MFL - avoid all
CHE - avoid all	MUS - avoid all
CRJ - avoid all	PHY - avoid all
CSC - avoid all	PSC - avoid all
ECO - avoid all	PSY - 1513
EPY - avoid all	

A student enrolled in **ENG 1023** should not be enrolled in the following courses:

CSC - avoid all

Reading

A student enrolled in **REA 0123** should not be enrolled in the following courses:

ACC - avoid all	HPR - 2213
ART - avoid all	JOU - avoid all
BAD - avoid all	MAT - 1313 and above
BIO - avoid all	MFL - avoid all
CHE - avoid all	MUS - avoid all
CRJ - avoid all	PHY - avoid all
CSC - avoid all	PSC - avoid all
ECO - avoid all	PSY - 1513
ENG - 1113 and above	SOC - avoid all
EPY - avoid all	SPT - avoid all
HIS - avoid all	

CLASS SCHEDULES

Fall/Spring Semester Day Classes

<u>Monday, Wednesday, and Friday</u>	<u>Tuesday and Thursday</u>	<u>Monday and Wednesday</u>
8:00 - 8:50	8:00 - 9:15	8:00 - 9:15
9:00 - 9:50	9:25 - 10:40	9:00 - 10:15
10:00 - 10:50	10:50 - 12:05 (free period)	10:00 - 11:15
11:00 - 11:50	12:15 - 1:30	11:00 - 12:15
12:00 - 12:50	1:40 - 2:55	12:00 - 1:15
1:00 - 1:50	3:05 - 4:20	1:00 - 2:15
2:00 - 2:50	4:30 - 5:45	2:00 - 3:15
		3:00 - 4:15
		4:30 - 5:45

Fall/Spring Semester Night Classes

1. Night classes meet once per week and are offered on Monday, Tuesday, Wednesday, or Thursday night.
2. Three semester hour classes meet from 6:00 p.m. until 9:00 p.m.
3. Four semester hour laboratory science classes meet from 5:00 p.m. until 10:00 p.m.

Summer Class Schedule

1. Day Classes
 - a. There are two summer day terms. Each term lasts four weeks and classes meet four times per week, Monday through Thursday.
 - b. Period/Time
 - 8:00 - 10:40
 - 11:10 - 1:50
2. Night Classes

The summer night class term lasts 10 weeks. Three semester hour classes meet once a week and are offered on Monday, Tuesday, Wednesday, or Thursday night from 6:00 p.m. to 10:00 p.m.

Four semester hour classes meet twice a week from 5:00 p.m. to 9:00 p.m. or 5:00 p.m. to 8:30 p.m. one night and 5:00 p.m. to 7:15 p.m. or 5:00 p.m. to 8:30 p.m. at the discretion of the instruction.
3. Online Classes

The summer online term lasts eight (8) weeks. There is only one term in the summer semester.

Weekend Class Schedule

1. Weekend classes meet Friday, Saturday, and Sunday, then skip a weekend and meet another Friday, Saturday, and Sunday, then the final exam is the following Friday.

2. Weekend Class Sessions

Fridays:	6:00-8:00 p.m. - Session 1 8:10-9:30 p.m. - Session 2 9:40-10:30 p.m. - Session 3
Saturdays:	8:30 - 10:00 a.m. - Session 1 10:10 a.m. - 12:10 p.m. - Session 2 12:40 - 2:40 p.m. -. Session 3 2:50 - 4:50 p.m. - Session 4 5:20 - 7:30 p.m. - Session 5
Sundays:	1:00 - 3:00 p.m. - Session 1 3:10 - 5:10 p.m. - Session 2 5:20 - 6:30 p.m. - Session 3
Friday Final:	6:00 - 8:00 p.m.

CLASS ROLLS

The instructor receives two notifications of student enrollments from the Director of Admissions. The initial roll is sent to the instructor immediately following close of regular registration. The permanent roll comes at the end of late registration and serves as the final notification of student enrollment. **The instructor must check each of the two enrollment notifications for enrollment errors and follow the instructions given by the Director of Admissions.**

Adjunct faculty will have access to the “Faculty Services” screen in Banner to enter grades, do audit rolls, etc., once an account has been set up by the Office of Information Technology. **See page 71 - 83 for directions.**

BOOKSTORE

Bookstores are located on the Poplarville campus in Crosby Hall, at the Forrest County Center in Hattiesburg in the Allied Health Building, and at the Hancock Center in the _____.

Normal bookstore hours are from 8:00 a.m. to 4:00 p.m. in Poplarville and at the Forrest County Center. Normal operating hours at the Hancock Center are _____. Bookstores may be open later the first and last week of each semester.

In addition to textbooks, bookstores have school supplies, clothing, SCANTRON forms, and other items that are of interest to students and faculty.

EMERGENCY AND SECURITY MEASURES

Campus Police officers are on duty while classes are in session. All employee and student accidents should be reported promptly to Campus Police. Campus Police should also be contacted when first aid is needed or an emergency arises.

Campus Police Poplarville campus:	601-403-1300
Campus Police Forrest County Center:	601-554-5513 office 601-270-3974 day cell 607-270-5507 night cell
Campus _____ Hancock Center	_____

Evacuation routes and instructions in case of fire, inclement weather, or other emergency situations are posted in each classroom.

SUPPLIES AND EQUIPMENT

Required supplies such as cut-out forms, withdrawal forms, readmit forms, and change of grade forms, are available in the Admissions Office, the Office of the Dean of Forrest County Center, the Director of General Education Office at the Forrest County Center, and the Office of the Coordinator of Hancock Center. Adjunct

Should you need other types of supplies than these, you should contact the appropriate administrator to discuss your needs.

If your students need SCANTRON sheets, they are available in the Bookstore on both the Poplarville campus and the Forrest County Center campus. To purchase SCANTRON sheets after bookstore closes at the Forrest County Center, they are available in the Library, located in the Allied Health Building. At the Hancock Center, you may purchase SCANTRON sheets at the _____.

LIBRARY

The Garvin Johnston Library on the Poplarville campus provides a variety of learning resources, including books, periodicals, newspapers, computers, computer assisted study guides, video tapes, and televisions, and access to the Internet. Additionally, the media center has the capacity to make transparencies for classroom use. Adjunct faculty need to contact the librarian for further details.

The library at the Forrest County Center in Hattiesburg is located in Building 4. It has books, periodicals, computers, Internet access, computer assisted study guides, video tapes, televisions, VCRs and overhead projectors available to students and faculty for use in the library. If a faculty member wishes to use some of the audio visual equipment in class, arrangements should be made with the librarian **at least 24 hours before the equipment is needed.**

The Hancock Center Library is located in the _____.

Library hours on the Poplarville campus are from 7:45 a.m. to 9:00 p.m. Monday through Thursday and 7:45 to 3:00 p.m. on Friday. At the Forrest County Center in Hattiesburg, library hours are from 7:45 a.m. to 9:00 p.m., Monday through Thursday, and from 7:45 a.m. to 3:00 p.m. on Friday. Library hours during the Summer semester may vary.

Course Syllabus
ECO 2113

Course Title: Economics I (Principles of Economics)

Course Number: Economics 2113

Instructor: Jennifer Rester

Office Location: Jeff Davis Building- Room 108

Telephone: 601-403-1284

E-mail: jrester@prcc.edu

Office Hours: Office hours will be posted on the bulletin board in the hall beside office 108.

Course Description: Principles of Economics is an introduction to economic principles, problems, and policies with an emphasis on American capitalism, global economy, national income, employment, fiscal policy, money and monetary policy, economic stability, and analysis and policy of national economic growth. Three lecture hours per week; three hours credit.

Prerequisite: None

Text Required: ECONOMICS, McConnell and Brue, 15th Edition, Irwin McGraw-Hill, 2002.

The media center in the PRCC library has an economics tutorial program that is available for student use. In addition, the learning lab has a variety of information available to students.

Supplementary materials: www.mhhe.com/economics/mccommill15e

On the left side of the screen: Click on Student section. Two multiple choice quizzes for each chapter are available at this website.

Articles can be found on this site for the Written Report under the Wall Street Journal section.

Also, Click Web Resources, then Click News Sources to search for articles.

Policies: All students will be expected to follow the policies pertaining to attendance, grading, make-up work, and withdraw as stated in the current *Cat Country Guide*, the student handbook. The attendance policy will be strictly followed.

Students are expected to attend all classes and to have all work prepared and on time. This includes problem assignments, reports and tests. One daily grade will be dropped each eight weeks term if all work has been completed. All students-whether living on campus or commuting-who have registered for classes on this campus have received a schedule of those classes. Remember that this is looked upon as a commitment by you to be prepared and to be in attendance for all class meetings.

Makeup Work: All daily tests and one-hour tests must be taken at the scheduled time. If one is absent for the daily test or one-hour test, a doctor's excuse must be presented on the day returned in order to make up the test

missed. Without the doctor's excuse, no make-up test will be given except for school business and extenuating circumstances. The instructor will determine if a circumstance is extenuating. School business includes any activity in which the school requires the student to be absent from class-baseball game, basketball game, band activities, RiverRoad activities, etc.

Course Goals: Students should become aware of and understand economic principles, problems and policies with special emphasis on American capitalism, global economy, national income, employment, money and the monetary policy, fiscal policy, and the kinds of policies that impact economic stability and economic growth.

General Objectives:

1. To become more familiar with what economics involves
2. To gain an understanding of how scarcities and wants affect choices by households, business firms and government units.
3. To gain a better understanding of fiscal and monetary policies-with emphasis on American concepts which influence economic stability and economic growth.
4. To become more familiar with the global economy.

Specific Objectives: Each chapter has specific objectives. Students will receive a set of objectives as a handout. The objectives are to be used as a study help with each chapter. Students should also be aware that end-of-chapter questions are keyed to course objectives; questions often involve theory application.

Course Requirements: The following items are included:

1. Complete all assignments as required by the instructor.
2. Complete all daily, unit and/or one-hour tests as assigned.
3. Complete all homework assignments/problems and library reading assignments.

Study Recommendations: The following recommendations, if followed by student, should benefit the learning process. Economics is a course that will require students to use "quality" study time. Each chapter presents specially information and vocabulary. It is essential that the terms that are specially emphasized be learned; they will be used in future chapters.

Read each assigned chapter before class. Some students prefer to preview the objectives and skim the chapter material before careful reading. Write in a notebook the special terms and definitions. These will also be discussed in class to help clarify your understanding. You might also want to leave an extra line or two in order to add information from class discussion of the terms. Responses to major objectives might also be included in your reading notes.

Students are requested to be especially alert to local, state, national and global events that are economics related. Many of these will be critical to course content and may be involved in class discussion.

Written Reports: Two written reports are to be turned in this semester. Each report will be a summary of readings from current periodicals; current newspaper reports can be incorporated with approval of the instructor. The subject areas are to be related to materials covered in class. Any quoted information should be cited.

Grading: The following grading system will be used as required by the college: A (90-100), B (80-89), C (70-79), D (60-69), F (Below 60), F (Withdraw Failing), P (Withdraw Passing). A minimum of one major grade and minimum of four daily grades (quizzes, reports, homework) will be given each eight weeks. A comprehensive final examination will be administered during the last week of the semester.

The semester grade average will be determined as follows:

Daily Average - 1/3; Test Grades - 1/3; Final Exam - 1/3.

Assignments: In addition to the information that follows, students will also receive in-class assignments-some of which will be completed outside of class and some will be individual research.

Final Exams: All final exams will be taken on the date and time that the exam is scheduled unless arrangements are made **prior to** the scheduled time of the exam. Any student missing the final exam and has not made prior arrangements for taking the final exam will be given a grade of zero (F) for the final exam. As required by the college, the final exam will be comprehensive in that the exam will represent all the material covered during the semester.

Americans Disabilities Act (ADA): If a student has a disability that qualifies under the Americans with Disabilities Act and requires accommodations, he/she should contact the Dean of Student Services at 601-403-1132, for information on appropriate policies and procedures.

Miscellaneous: All cell phones and beepers are to be turned off during class.

Chapters to Be Covered:

Chapter 1- Introduction to Economics and the Economy

Quiz

Chapter 2- The Economizing Problem

Quiz

Chapter 3- Individual Markets; Demand and Supply

ONE-HOUR TEST - CHAPTER 1-3

Chapter 4- The Market System

Quiz

Chapter 5- The U.S. Economy: Private and Public Sectors

Quiz

Chapter 6- The United States in the Global Economy

ONE-HOUR TEST - CHAPTER 4-6

Chapter 7- Measuring Domestic Output, National Income, and the Price Level

Quiz

Chapter 8- Introduction to Economic Growth and Instability

Quiz

Chapter 9- Building the Aggregate Expenditures Model

ONE-HOUR TEST - CHAPTER 7-9

Chapter 12- Fiscal Policy

Quiz

Chapter 13- Money and Banking

Quiz

Chapter 15- Monetary Policy

ONE-HOUR TEST - CHAPTERS 12, 13 and 15

Review for Final Exam

Final Exam to be held according to schedule posted outside Room 108 - May 10 - May 1

Getting Started with RiverGuide

RiverGuide is your single source for online services at Pearl River Community College. You can use this site to access email, employee information and class information.

To log in, go to <http://riverguide.prcc.edu> and enter your regular login credentials. This is the same username and password that you use to login to your computer on campus, or check your email through Outlook Web Access.

Each tab across the top provides access to different types of information:

- **RiverGuide Home:** Includes personal and campus announcements, quick access to WildCat Web and Blackboard, and allows you to update your emergency contact information
- **PRCC Calendar:** Displays a master calendar for the college that includes all major events such as holidays, exams, registration, etc.
- **Library:** Provides access to resources from the library such as the catalog of books, online research databases, and the Mississippi Electronic Libraries Online.
- **eLearning:** All distance learning resources can be accessed here, including BlackBoard, Desire2Learn, registration information, and important dates.
- **Employee:** This tab provides access to information pertaining to benefits, pay stubs, leave balances, Policies and Procedures, and any forms you may need for the day-to-day business of the college.
- If you need assistance with RiverGuide, send an email to the IT Department at it@prcc.edu or call extension 1219.

RiverGuide: Frequently Asked Questions

1. How do I look up a Detailed Class list?
On the RiverGuide Home tab, in the Wildcat Web channel, click on **Banner Self-Service** to expand the list. Then click on **Faculty & Advisors**, and then select the **Detail Class List** option.
2. How do I enter grades?
On the RiverGuide Home tab, in the Wildcat Web channel, click on **Banner Self-Service** to expand the list. Then click on **Faculty & Advisors**, and then select either the **Mid Term Grades** or **Final Grades** option.
3. How do I view my pay stubs?
On the RiverGuide Home tab, in the Wildcat Web channel, click on **Banner Self-Service** to expand the list. Then click on **Employee**, select the **Pay Information** option, and then the **Pay Stub** option.
4. How do I check my leave balances?
On the RiverGuide Home tab, in the Wildcat Web channel, click on **Banner Self-Service** to expand the list. Then click on **Employee**, and then the **Leave Balances** option.

Other Useful Information Found Inside Wildcat Web

Term Selection, the **term** you are 'working' in, 200701, 200702, or 200703 (current term plus 01 for Fall, 02 for Spring, and 03 for Summer).

CRN Selection, make your course selection.

Faculty Detail Schedule, **your** schedule for the term you selected, **all** of the classes **you** teach are available.

Detail Class List is a list of all the students enrolled in each of your classes listed by their Course Reference Numbers (CRN). Select one of your classes by its CRN and that class list will be displayed.

Summary Class List is a more condensed version of your class list.

Mid Term or **Final Grades**, select the **term** to enter your grades **online**. If your class list extends beyond one

page, click on the numbers (for example, 22-28) to go to the next page. Use the drop-down box to select the student's grade.

Add or Drop Classes, select a term, submit, enter student ID and PIN in order to register them through Banner Web. If you don't have the student's PIN, you cannot use this form for registration.

Look-Up Classes to search for sections.

Student Information Menu, address, phone number, schedule, transcript, etc.

PRCC Custom Mid Term Grades show the student's midterm grades and their final grades (if the final grades have been rolled to academic history).

Online Audit Rolls, this tool replaces the paper audit roll forms and allows you to make unlimited updates to the attendance data for your classes. ***Please remember to save changes every 15 minutes or Banner Web automatically disconnects.***

Select a **Class**, select **Weeks**, read the *Reminders* at the top of the form. Once you have completed recording the absences, **certify** with your **initials** (these initials should match your name as it appears at the top of the page in the instructor box) and **birthday**, and **Save Audit Roll**. After you have submitted your changes, the page will refresh and the number of students that were modified will be displayed at the top.

The first time you save attendance data for any class, the results will indicate records were inserted for all students in a class. This is normal, and will not keep you from changing or entering additional attendance data for any student. After the first time you save data for a class, the results will indicate the number of records you actually modified that were updated.

If a student is attending your class and their name does not appear on your class roll, please send an email to lmitchell@prcc.edu requesting that the student be added to your class. Include the CRN, the student's SSN, and name. Once you receive a reply and the student has been added, you can login to Banner Web and update the attendance record for that student.

There is a checkbox for each day a class meets for each week, 1 through 8. You can see the date represented by a particular box by holding the mouse pointer over the box until the date appears. **There's been a change, you do NOT have to place checkmarks in the boxes** to indicate that the student was present. **All you have to mark are their ABSENCES. Click in the box of the date the absence occurred and an A will automatically appear.**

The **Drop column** should be left blank unless a student was a **no show (never attended)** or **withdrew** within the first 8 weeks. Select **No Show** for any student who never attended class.

Select **LDA** (last day attended) in the Drop column for students who withdrew during the first 8 weeks. When LDA is selected, a box appears immediately below it. Click this box to select the **LDA** date for the student.

Print Gradebook Sheets, click on **Get Gradebook**, Adobe Reader will activate the gradebook form, **Select Class**, you may want to increase the size for viewing by changing the % to 100 on the Adobe toolbar. In order to print your gradebook sheet, you MUST **use the print icon on the Adobe toolbar**, it's to the left of the "hand" icon on the left side of your screen.

Employee Menu provides you with information concerning Benefits and Deductions, Pay Information, Tax Forms,



Jobs Summary, and Leave Balances.

HELPFUL HINT: Use the *Return to Menu* inside the Banner Web form to go **Back** instead of the Back icon at the top of your browser.

If you need your PIN or have any questions concerning BANNER, please call Angela Chadwick or Steve Howard at 601-403-1219. If you are a new faculty member or employee, please call 601-403-1219 to have your BANNER Web account created.

Pearl River Community College Online Attendance Tracking

This tool is replacing the paper audit roll forms that have been sent to instructors each semester in the past. The data collected by the online attendance tracking tool, is used by PRCC to report attendance to the SBCJC which uses the data in determining the percentage of state community college funding that should be allocated to PRCC.

This program allows you to make unlimited updates to the attendance data for your classes. You are not required to enter all of the attendance data for a class or a particular student at one time. You can enter part of the data, save, and return later to finish entering data or to correct mistakes. By default, a student is counted as present. If the student is absent, then check the box for that day. All attendance should be recorded at least weekly for the entire semester. Some instructors choose to record attendance daily, but all instructors are required to record attendance at least once a week for the preceding week.

WARNING: The Banner Web system automatically disconnects if you do not save or change pages for 15 minutes. If you are entering attendance data for a large class, it is recommended that you save often to avoid losing your changes due to the 15 minute timeout.

NOTE: If a student is attending your class and his or her name does not appear on your class roll, please send an email to dford@prcc.edu requesting that the student be added to your class. Be sure to include the CRN of the course, the student's SSN and name. Mr. Ford will reply to your email when the student has been added. The student's name will then appear on your class roll. You can now login again and update the attendance record for that student.

If you encounter any problems while entering attendance data, please Contact Information Technology by email at it@prcc.edu or by phone at 403-1219.

FORMS



INSTRUCTOR _____

EXT _____

WEEKLY SCHEDULE for TERM _____

Monday	Tuesday	Wednesday	Thursday	Friday
1 st (8:00 – 8:50)	A (8:00 – 9:15)	1 st (8:00 – 8:50)	A (8:00 – 9:15)	1 st (8:00 – 8:50)
2 nd (9:00 – 9:50)	B (9:25 – 10:40)	2 nd (9:00 – 9:50)	B (9:25 – 10:40)	2 nd (9:00 – 9:50)
3 rd (10:00 – 10:50)	C (10:50 – 12:05)	3 rd (10:00 – 10:50)	C (10:50 – 12:05)	3 rd (10:00 – 10:50)
4 th (11:00 – 11:50)	D (12:15 – 1:30)	4 th (11:00 – 11:50)	D (12:15 – 1:30)	4 th (11:00 – 11:50)
5 th (12:00 – 12:50)	E (1:40 – 2:55)	5 th (12:00 – 12:50)	D (1:40 – 2:55)	5 th (12:00 – 12:50)
6 th (1:00 – 1:50)	F (3:05 – 4:20)	6 th (1:00 – 1:50)	F (3:05 – 4:20)	6 th (1:00 – 1:50)
7 th (2:00 – 2:50)		7 th (2:00 – 2:50)		7 th (2:00 – 2:50)
8 th (3:00 – 4:15)		8 th (3:00 – 4:15)		8 th (3:00 – 4:15)

Faculty/Staff Change of Address

Before you complete this form, instead, consider changing your address logging into *RiverGuide* and selecting Wildcat Web. You can easily change your address using this paperless format.

Name: _____

ID#: _____

New Address: _____

New Telephone Number: _____

New e-mail address: _____

Department Chair/Supervisor=s Signature _____

Date _____

Administrator=s Signature _____

Date _____

Business Office/Payroll Clerk _____

Date _____

