

STUDENT SERVICES

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Adult Educational Services

The Adult Basic Education Department of Pearl River Community College offers the opportunity for individuals to enhance their basic skills so they may prepare to take the General Education Development (GED) test or become better qualified for the workforce. Services include GED classes, GED testing, and Employability Skills Workshops. The main office for Adult Education is located on the Hattiesburg campus. Additional information may be obtained by calling 554-5551.

GED classes are held in all six counties served by PRCC. There is no tuition for the GED classes. Others who hold a GED or high school diploma may attend these classes to improve their skills in mathematics, reading, and writing. To enroll in GED classes, individuals must be at least 17 years of age and not be covered under compulsory school law. A list of classes offered in each county may be obtained by calling the main Adult Education office at 554-5551.

GED practice tests are administered at no charge to individuals to assist with determining if they are ready for the official GED test. There is a testing fee for the official GED test. Paperwork for the test may be obtained from any Adult Education site.

Campus Book and Supply Stores

The Textbook and Supply stores at Pearl River Community College offer a full range of textbooks, workbooks, review books and study guides in a new facility on the Poplarville campus and in the Allied Health Center in Hattiesburg. Textbooks are available for all PRCC courses which require books. Purchase textbooks may be sold back to the bookstore in many cases at the end of the Fall and Spring semesters. The Supply Store offers a complete selection of school supplies, calculators, tape recorders, backpacks, scrubs, etc., for the convenience of the students. In addition, a vast selection of PRCC collegiate wear as well as other gift items are available. Those students with excess credit on their business office accounts may charge their purchases of textbooks, supplies and merchandise to those accounts during the first six weeks of the semester. The full range of services are available on both the Poplarville and Hattiesburg campuses.

Campus Publications

The Dixie Drawl, the official newspaper of the college, is produced and edited by the students under the direction of the Director of Public Relations. Students are urged to make contributions to this publication which affords opportunity for the development of talent in writing and newspaper work.

Other campus publications include the quarterly RiverSide alumni magazine and the annual Wildcat yearbook, in place of the yearbook.

Counseling and Career Planning Services

Services provided by the staff of the Counseling, Advisement, and Placement Center play an important role in the overall educational program of Pearl River Community College. Those services include advisement, testing, tutorial services, career planning, personal counseling, and job placement. Services are provided on the Poplarville campus, at the Forrest County Center, at the Hancock Center, and in Jefferson Davis County. Services are free, and confidentiality is assured.

Food Service

A sincere effort is made at all times to serve well-prepared food in attractive surroundings at the lowest possible cost. The meals are catered by Valley Foods. Meals are served in the cafeteria at regular, scheduled hours; however, the cafeteria will be closed during official school holidays. Cafeteria patrons without meal cards are required to pay for their meals. Vending machines are located throughout the campus for the benefit of students and are operated by Valley Foods. All dorm students must purchase a room and meal card ID.

Health Service

The college offers every advantage possible to preserve and promote physical well-being. A registered nurse is employed full time by the college during the regular school year. A modern health clinic is located in the Crosby Hall on the main campus. In cases of serious illness an effort will be made to contact the parent or guardian, but in cases of emergency, action will be taken on the advice of the attending physician, with the understanding that the cost of the special services and medicines will be borne by the student or person responsible for the student's expenses. Special medicines, x-rays, and medical services, other than those rendered by the school nurse, are not provided at college expense.

Identification Card

An identification card is issued by the Business Office to each student when he or she registers. This card entitles the student admittance to most regularly scheduled activities and must be presented each time he/she attends such activities. It will be used for the entire time of attendance and will be validated each semester. A new card will not be issued each semester. A fee of \$13.00 is charged by the Business Office for issuing a duplicate identification card. The card must be given to the Business Office when a student withdraws. It is not transferable under any circumstances. The Business Office should be notified of any lost or stolen cards immediately.

Mail

Post office boxes may be rented in the campus post office. Mail is delivered to the campus daily except Saturday and Sunday. Mail should be addressed Pearl River Community College, 101 Hwy 11 North, Poplarville, MS 39470.

Orientation

New students entering Pearl River Community College are encouraged to participate in orientation programs which are scheduled during January, July, and August. Students are given an overview of the educational opportunities and services available to them at PRCC, and special sessions are planned during the summer for parents of new students. Additional information regarding orientation may be received by calling (601) 403-1197 or writing to the Office of Recruitment and Orientation, 101 Highway 11 North, Box 5096, Poplarville, Mississippi 39470.

Student Activities

Students are urged to participate in athletic activities, which include intercollegiate and/or intramural contests in baseball, basketball, football, golf, soccer, softball, tennis and volleyball. A primary objective of the program is to encourage students, including those with disabilities, to develop their mental and physical alertness by participating. The student activity and intramural program at PRCC provides a variety of programs which includes the major areas of informal sports (self-directed), intramural sports (structured), and special events. A full-time director of student activities has the responsibility of coordinating, supervising, and directing activities.

Student Complaints and Grievances

Students will have their rights and actions affecting their rights protected. Any actions affecting their rights and responsibilities will be subject to due process in accordance with the law. Procedure for student disciplinary hearings will be published in institutional documents including the student handbook.

1. Complaints and grievances of a Pearl River Community College student should be formally presented to the Dean of Student Services within three (3) days of the incident. The complaint should be written and delivered in person or by mail to the grievance officer (Dean of Student Services).
2. Upon receipt of a complaint, the Dean of Student Services will within five (5) days schedule a hearing with the appropriate committee (only if sufficient justification related to the complaint is provided.)
3. If the committee hearing is unsatisfactory, the complainant may appeal the decision to the President of Pearl River Community College. The President of the College will schedule a hearing within five (5) days of the appeal. The appeal to the President should be written and delivered in person or by mail.
4. The above three steps shall exhaust the full recourse available to any student at Pearl River Community College relative to complaint or grievance.

Student's Judicial Procedure

The President of Pearl River Community College is charged with the responsibility of maintaining an environment which is conducive to learning. Any student failing to conform to the rules and regulations of a learning environment is subject to disciplinary action.

The President has delegated this function to the Dean of Student Services. It is the responsibility of the Dean of Student Services to initiate, implement and supervise the disciplinary process for students.

The Dean of Student Services is assisted in the disciplinary determinations by a series of councils which hear cases assigned to them. The involvement of peer groups in such decisions is consistent with the college's educational goals and its practice of

student participation in institutional governance. These councils are: (listed from lowest to highest level) (1) College Judicial Council, (2) President's Administrative Judicial Council.

The Dean of Student Services assigns cases to the appropriate council. This decision is based on the type of infraction, professional assessment of behavior, current disciplinary status, and case load of councils.

With the concurrence of the Dean of Student Services, a student may request a waiver of a College Judicial Council hearing and be given an administrative hearing by the Office of Student Services. Disciplinary action shall be taken only after a hearing is held.

A student may appeal a decision reached by any judicial council or administrative hearing to the next highest council, and he is so informed. The President's Administrative Judicial Council may hear appeals from the College Judicial Council. The Board of Trustees may hear appeals from the President's Administrative Council.

The Pearl River Judicial Council is composed of the President of the Sophomore Class, President of the Freshman Class, a minority student appointed by the Dean of Student Services, two faculty members appointed by the President of the College (one will be of the minority race), and the Financial Aid Officer (Chair).

The President's Administrative Judicial Council is composed of the President of the College, Vice President for Instruction, Dean of Forrest County Center or Director of Career and Technical Education Programs (Poplarville), Dean of Business Services, President of Student Government Association, and a minority member of the faculty appointed by the President of the College.

The following process for initiating judicative processes shall apply to PRCC Judicial Council and President's Administrative Council.

1. The student affected shall be notified in writing of the specific charges made against him/her, of the time and place where the hearing will be held, and of the individuals who will testify against him/her.
2. The letter of notification will inform the student that he/she may bring any witnesses to the hearing to testify in his/her behalf.
3. The letter of notification will inform the student that he/she may be accompanied and represented by an advisor of his/her choosing any time he/she might appear before the council.
4. The letter of notification shall be postmarked no less than three (3) days prior to the time designated for the student's appearance before the council unless a shorter period of notification is acceptable to the student.
5. The student shall be permitted to confront the question witnesses testifying against him/her at the hearing.
6. A copy of the charges against the student and a copy of Council decision will be kept in the student's file in the Office of the Dean of Student Services until he/she leaves the College.
7. The hearing shall be conducted in accordance with policy set forth in Disciplinary Hearing Procedures for Judicial Councils at Pearl River Community College.
8. A copy of the correspondence sent to the student shall also be sent to the parents if the student is a dependent student.

Disciplinary Hearings

Disciplinary hearings at Pearl River Community College are held to arrive at decisions regarding student behavior. These decisions affect the student and his relationship with the college. The administration of discipline is an educational process and the procedures will give full cognizance to the tests of fairness, justice, truth, and the requirements of the due process.

The procedures to be followed by all disciplinary councils are as follows:

1. Disciplinary hearings are of a private nature involving the student and the appropriate council. They are closed to the public.
2. The hearings are presided over by the chairman of the committee or his designee.

3. The format of the hearings or original jurisdiction will follow this sequence:
 - a. Presentation of the charge(s)
 - b. A call for the accused response to the charge(s) (guilty or not guilty)
 - c. Supporting testimony and information on the charge(s)
 - d. Presentation of the accused testimony, witnesses and supporting information
 - e. Examination and questioning by member of the council follow both the presentation of charges and the accused defense.
4. The testimony of the accused and all witnesses is given under oath.
5. The accused may bring an advisor of his/her own choice to the hearing. This advisor may be an attorney, a faculty member, another student, a parent, or a citizen-at-large. The advisor may address the council only at the pleasure of the chairman.
6. The first decision to be made by the council is a finding on the question of innocence or guilt. When a decision of guilt is affirmed, a decision of the application of sanction must be made. These are distinctly separate decisions. Council deliberations on the question of innocence or guilt will be closed to all but members of the council. The council will hear only that information pertinent to the charge(s).
7. The disciplinary council advise the accused of its decision and its application of sanction at the conclusion of deliberation.
8. The finding of the council is further transmitted to the accused in writing following the verbal notification.
9. The accused is further informed of how to pursue the appeal process.
10. A copy of the charges against the student and a copy of the Council's decision will be filed in the Office of the Dean of Student Services.

Student Conduct

Students attending Pearl River Community College are expected to respect the rights of others; to respect state and college property, as well as the property of others; and to conform to all other stated rules and regulations of the institution. Specific rules of conduct are stated in the Cat Country Guide (student handbook). Pearl River Community College affords due process to all students in accordance with the law. Students will have their rights and actions affecting their rights protected. Any actions affecting their rights and responsibilities will be subject to due process in accordance with the law. Procedure for student disciplinary hearings will be published in institutional documents including the Cat Country Guide.

Student Housing

Pearl River Community College provides housing accommodations on the campus for full-time students. All rooms are furnished with single beds, chest, desk and chairs. All residence hall students should be classified as full time or have special permission from the Dean of Student Services to reside in college housing.

The expenses for a student living in the residence halls are listed under Boarding Student Expenses in this catalog. Students desiring to reserve living facilities on the campus must make application to reserve dormitory space by completing the application for housing. Residence hall space will not be reserved unless the room reservation of \$75.00 is paid. Pearl River Community College reserves the right to inspect the living quarters of any student residing on Pearl River Community College property at any time that the administration officials deem necessary in the best interest of the school. Occupants are responsible for the conditions and contents of their rooms and the hall on which they live. Damage to school property must be paid for by the perpetrator. Specific housing regulations will be stated in the Student Handbook and/or posted on the dormitory bulletin boards.

Student Support Services

Student Support Services (SSS) at Pearl River Community College is one of the TRIO Programs (<http://www.trioprograms.org>) funded by the US Department of Education. SSS is currently available at PRCC Poplarville Campus for all students enrolled in PRCC who meet eligibility criteria. It has been in existence since 1990.

The program is designed to provide academic support services to improve academic performance and increase retention and graduation rates of PRCC students. SSS provides opportunities for participation of eligible students in study skills development,

tutoring, educational planning, educational counseling or advising, personal counseling, financial aid resource advising and assistance in completing applications (FASFA, scholarships), career/major exploration and guidance, test preparation, transfer assistance, cultural/social enrichment activities, resource assistance and advocacy for students with disabilities. SSS serves to motivate and support students as they make the transition from one level of education to the next while working toward the successful completion of their post-secondary education.

A student must be a US Citizen or permanent resident and should qualify under one or more of the following categories:

- be a first generation college student (neither parent has a four-year college degree)
- be low-income (according to guidelines established by the US Department of Education)
- have a documented disability (physical, learning, etc.)

To apply for services, please contact the Student Support Services Office at (601) 403 - 1266 or (601) 403 - 1285. Jefferson Davis Hall, Room #101 and/or (601) 403-1265.

Disability Services

Pearl River Community College will follow the guidelines as set forth in the “Pearl River Community College Disability Services Guidebook and Procedural Standards.” A copy of this document may be obtained in the office of the ADA/Civil Rights Coordinator, in the Office of Student Services, in all College Libraries, and at other locations. The document is also available online at <http://www.prc.edu/pdfs/prcc-disability-services-guidebook.pdf>

The Americans with Disabilities Act and Section 504 of the Rehabilitation Act afford certain rights to qualified individuals with disabilities. Individuals with disabilities taking classes on the Poplarville campus, online, or at an off-campus site desiring accommodations should contact Ms. Tonia Moody in Jefferson Davis Hall, Room 109 at (601) 403-1060. Students attending the Forrest County Center should contact Ms. Deborah Hewitt at (601) 554-5503. Students attending the Hancock Center should contact Mr. Raymunda Barnes at (228) 467-2761.

Students with documented disabilities may request modifications, accommodations or auxiliary aids, which will ensure the postsecondary education program is accessible to them to the greatest extent possible. Under the law, students requesting accommodations must provide the college with up-to-date and valid documentation of a disability. Documentation should be within a certain time period, usually within 3-5 years, depending upon the disability. The appropriate counselor will communicate in writing with the student and the instructors regarding the “reasonable accommodations” and services to be provided after the student’s application has been processed and approved.

Testing

PRCC is a participating institution in the American College Testing (ACT) Program and serves as a testing center on the five national testing dates. The residual ACT is administered on other designated dates for students who seek admission to the college but were unable to test on a national date. ACT results are used for admission and course placement.

PRCC also administers the General Education Development (GED) at locations in Poplarville, Hattiesburg, Waveland, Picayune, Petal, and Columbia. A 30 day Mississippi residency is required, and the legal age for testing is 18. Information is available at the Counseling, Advisement, and Placement Center on the Poplarville campus and at the Adult Education Program at the Forrest County Center.

Students choosing to enroll in Career programs a PRCC are required to take the Test of Adult Basic Education (TABE). TABE results are used for admission and placement in appropriate Career courses. Additional information regarding PRCC’s testing services may be obtained from the Counseling, Advisement, and Placement Center.

Student Organizations

Student organizations afford opportunities to develop leadership, responsibility, and cooperation, and to provide experience in social, recreational, and cultural activities. Student organizations include the following:

POPLARVILLE CAMPUS:

African American Cultural Society
Alpha Omega Society
Association for Computing Machinery (PRCC ACM)

Band
Baptist Student Union (BSU)
Cheerleaders
Concerned About Children's Education (CACE)
Cosmo Sorority
Criminal Justice Association (CJA)
Delta Psi Omega
Distributive Education Club of America (DECA)
Dixie Drawl
Mississippi Association of Educators (MAE)
Pearl River Singers
Phi Beta Lambda (PBL)
Phi Theta Kappa (PTK)
River Navigators
RiverRoad
Skills USA
Spanish Club
String of Pearls
Student Art Society
Student Government Association (SGA)
Student Nurses Association
Students Offering Support (SOS)
Technical Society
Wesley Foundation
Wildcat Yearbook Staff

FORREST COUNTY CENTER

American Association for Respiratory Care (AARC)
Association of Surgical Technologists (AST)
Health Occupation Students of America (HOSA)
Medical Laboratory Technology Club
Occupational Therapy Club
Phi Theta Kappa
Physical Therapist Assistant Club (PTAC)
Skills USA
Student American Dental Hygiene Association (SADHA)