



PEARL RIVER

COMMUNITY COLLEGE



'CAT COUNTRY GUIDE

STUDENT HANDBOOK

PUBLIC SAFETY MANUAL



**POPLARVILLE
FORREST COUNTY CENTER
HANCOCK CENTER**

NON-DISCRIMINATION STATEMENT

■ Pearl River Community College offers equal education and employment opportunities. The College does 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.

FOREWORD

■ THIS HANDBOOK IS PREPARED AND PUBLISHED IN order to give each student another source of information about this college and its activities. Any worthy institution will, in the course of years, come to stand for practices, customs and ideals which give it a spirit and character of its own. This handbook represents an effort on the part of the Office of Student Affairs to relate facts and policies concerning Pearl River Community College. Through the use of this book, the members of the student body should develop an understanding and appreciation of their college and the ideals for which it stands. It is not assumed that these policies are complete, nor will they serve indefinitely. They will be amended as changes in local conditions and practices may indicate.

■ PRCC reserves the right to change all policies, rules, or procedures stated herein.

■ PRCC offers equal education opportunities to all persons without regard to sex, race, religion, color, national origin, handicap, age or marital status.

YOUR COLLEGE

■ PEARL RIVER COMMUNITY College is the pioneer junior college in Mississippi, beginning with the 1921-22 session. This institution has been the leader in higher education and has a tradition for maintaining high academic standards throughout its history. PRCC graduates have won distinction in every line of endeavor and have made valuable contributions to our society. The goal of this great institution has been, and shall continue to be, to provide its citizens with quality, economical, and convenient learning opportunities. Your college is truly what the *River Magic* is all about.

ACCREDITATION

■ PEARL RIVER COMMUNITY COLLEGE IS ACCREDITED by the Commission on Colleges of the Southern Association of Colleges and Schools to award degrees. For more information regarding institutional accreditation status, please contact the Commission on Colleges at 1866 Southern Lane, Decatur, Ga. 30033-4097; or telephone 404-679-4501. PRCC is a member of the American Association of Community & Junior Colleges and the Mississippi Association of Colleges & Universities.

STATEMENT OF PHILOSOPHY

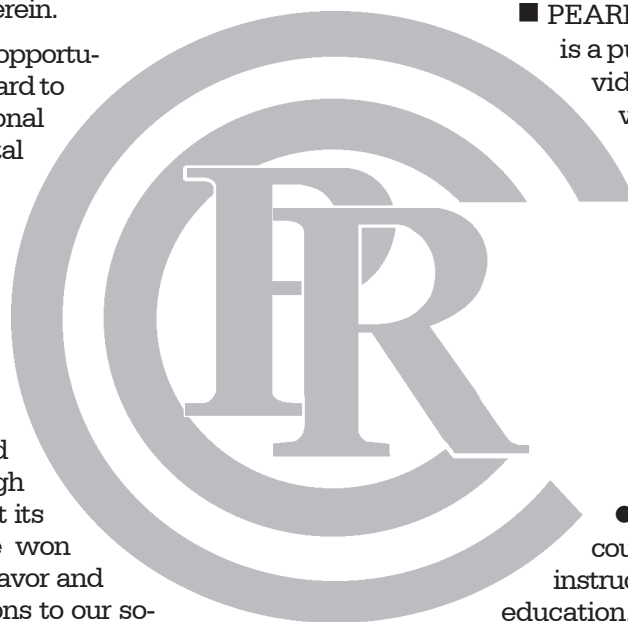
■ LOCATED IN SOUTH MISSISSIPPI, PRCC IS AN open-admission, community-based, comprehensive institution designed to provide economical and quality educational opportunities to residents of Forrest, Hancock, Jefferson Davis, Lamar, Marion, and Pearl River counties. The college, organized by the Pearl River County Board of Supervisors and approved by the Legislature in 1921, has developed an educational mission characterized by diversification, growth, and community orientation. The mission of PRCC reflects this philosophy.

COLLEGE MISSION

■ PEARL RIVER COMMUNITY COLLEGE is a public institution committed to providing quality educational and service opportunities for all who seek them.

GOALS

- To prepare students to transfer and be successful in their studies at baccalaureate institutions and/or to be successful in technical and vocational careers.
- To provide quality student services.
- To provide access to college courses and programs using various instructional methods, including distance education.
- To employ qualified faculty and staff, compensate them well, and provide opportunities for their professional development.
- To provide facilities, technology, and support staff in order to improve student learning, enhance faculty and staff performance, augment community services, and make college services available via the Internet.
- To improve communication among campus personnel and community members regarding the college goals, objectives, and activities.
- To recruit and retain students from a diverse population.
- To provide workforce training programs that meet requirements of business, industry, educational, and public service agencies for basic skills, specific job skills, and technical skills training.



EXPENSES

- TUITION AND FEES ARE DUE AND PAYABLE AT THE START of each term. Payments can be mailed to the Business Office or can be made at the Business Office in the Administration Building. Business Office hours are Monday through Friday, 8 a.m. until 4 p.m.
- A schedule of current fees may be obtained on-line at www.prc.edu/cost.html.
- No student may begin classes if a prior term has not been paid in full.
- Students living in the resident halls are required to purchase cafeteria meals. Each ID Card is validated on a semester basis.

EXPENSES PER SESSION

ALL FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE

TUITION:

- **In-State full-time** (12 hours or more, excluding night and on-line courses) **\$1,000.00**
- **In-State part-time** (less than 12 hours, including night and on-line classes) per hour **100.00**
- **Out-of-State Fees:**
 - **Full-Time** (plus \$850 tuition, 12 hours or more) **1,199.00**
 - **Part-Time** (less than 12 hours or more plus \$90 per hour) per hour **100.00**

PROGRAM FEES:

- Program fees are charged each semester based on the course of study taken by the student.

ACADEMIC:

- Associate Degree Nursing **800.00**

CAREER:

- Barbering **300.00**
- Brick, Block & Stonemasonry **300.00**
- Cosmetology **300.00**
- Drafting & Design Technology **35.00**
- Heating & Air Conditioning (Hattiesburg) **300.00**
- Construction Management **300.00**
- Welding **300.00**
- Truck Driving **1,000.00**
- Utility Lineman **300.00**
- Allied Health **400.00**
- Physical Therapy, Occupational Therapy, Radiological Tech, Respiratory Care, Medical Lab Tech, Dental Hygiene
- Automotive Mechanics **300.00**
- Child Development Technology **250.00**
- Construction Equipment Operation **500.00**
- Electricity **300.00**
- Heating & Air Conditioning (Poplarville) **300.00**
- Machine Tool Operation / Machine Shop **300.00**

COURSE FEES

- A course/laboratory fee is charged for each course taken in a particular subject:
- **ACADEMIC**
 - Academic Computer Fee **50.00**
 - Guitar I, II, III, IV, V **150.00**
 - Math Laboratory Fee **100.00**
 - Science Laboratory Fee **30.00**
 - CPR / First Aid Certification Fee **25.00**
- **TECHNICAL** (Course Fees)
 - Business & Office Technology Courses **15.00**
 - Computer Technology Courses **15.00**
 - Drafting & Design Technology Courses **15.00**
 - Electronics Technology Courses **15.00**
 - Instrumentation Technology Courses **15.00**
 - Marketing/Management Technology Courses **15.00**

MISCELLANEOUS FEES

- Orientation Fee (First Time Students Only) **100.00**
- Wellness Center / Student Activity Fee **40.00 ****
- Financial Aid Waiver **50.00**
- Graduation Fee **40.00**
- Late Registration **12.00**
- Parking Permit **20.00**
- Registration Fee * **25.00**
- Replacement Diploma **40.00**
- Replacement ID Card **15.00**
- Schedule Change **15.00**
- Technology Fee * **25.00**
- Transcripts **8.25**
- Year Disk (Full-Time Students) * **3.00**
- VCC On-Line Fee (Per Course) **25.00**

(**) Poplarville F/T Students only
 (*) Fee will be assessed to all students

DORMS & MEALS

- Room Reservation Fee (Non-Refundable) **75.00**
- **Room & Board (Per Semester):**
 - New Student Suites **2,050.00**
 - Regular Double Rooms **1,850.00**

■ **NOTE:** Fees are subject to change without notice.

EXPLANATION OF FEES

- The tuition fee entitles a student to the following:
 - (1) To attend, without charge, intercollegiate athletic events on campus.
 - (2) To receive the student newspaper.
 - (3) To receive in the college Health Center (in Crosby Hall) first aid and treatment for minor ills.
 - (4) To attend any college-sponsored programs on campus.
 - (5) To receive private music lessons and practice facilities if he or she is a music major.



**\$75 NON-REFUNDABLE
ROOM RESERVATION FEE**

MUST BE PAID BEFORE A ROOM ASSIGNMENT IS MADE

POLICIES & PROCEDURES

ACADEMIC GUIDELINES FOR COLLEGE HOUSING

POLICY:

- Pearl River Community College requires students to meet specific academic guidelines to reside in college housing.


PROCEDURE:

■ COLLEGE HOUSING: Huff, Lamar, Marion, Pearl River, and White Halls

- A student must be enrolled full-time (12 semester hours) to live in college housing.
- A student must maintain satisfactory academic progress as defined below to reside in college housing:

Hours Attempted For GPA	0-24	25-36	37 & Above
Minimum Cumulative GPA	1.5	1.75	2.0

- If a student fails to meet the above requirements, he/she is placed on probation for one semester. If the student does not remove deficiency during the probationary semester, he/she will be suspended for residency in college housing for a minimum of one semester or until the deficiency is removed.
- A student may appeal dismissal from college housing by doing so in writing to the Dean of Student Services (the appeal must be within three days of dismissal with sufficient justification given).
- A student must be 17 years of age or older to reside in college housing.
- For all other dorm rules and regulations, please refer to the *Guide To River Living*.

 **NO ROOM WILL BE ASSIGNED TO ANY STUDENT at anytime without a paid housing application on file in the Office of Student Services.**

ACADEMIC FREEDOM

POLICY:

- The college faculty and students are free to examine all pertinent data, question assumptions, be guided by the evidence of scholarly research, and teach and study the substance of a given discipline.

PROCEDURE:

- (1) The instructor is entitled to full freedom in research and in publication of the results; subject to the adequate performance of other assigned academic duties; but research for monetary return should be based on an understanding with the authorities of the institution.
- (2) The instructor is entitled to freedom in the classroom discussing course context, but should be careful to avoid emphasis on topics that have no relation to the course context.
- (3) The instructor is a citizen, member of a learned profession and an officer of an educational institution. When writing or speaking as a citizen, there should be freedom from institutional censorship or discipline, but the instructor's special position in the community imposes special obligations. As a person of learning and an educational officer, the instructor should remember that the public may judge the profession and the institution by what is said. Hence, instructors should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to avoid appearing as an institutional spokesperson.

ACADEMIC MISCONDUCT

- Academic misconduct is a serious offense because it diminishes the quality of academic scholarship; defrauds society, the institution, faculty, and other students; and undermines the efforts of those who eventually depend upon the knowledge and integrity of our faculty and staff.
- Academic misconduct is any activity which may compromise the integrity of PRCC. Academic misconduct includes, but is not limited to, deceptive acts such as the following:

- (1) Asking for or giving another student information during a test.
- (2) Copying answers from another student's paper or intentionally allowing someone to copy from one's own paper during a test.
- (3) Using material prohibited by the instructor during a test.
- (4) Either impersonating another student during a test or having another person assume one's identity during a test.
- (5) Changing answers on a previously graded test in order to have a grade revised.
- (6) Stealing examination materials.
- (7) Plagiarism which is copying material, either exactly or in essence, and not providing appropriate documentation.
- (8) Copying or falsifying a laboratory or clinical project or assignment, including computer programs, in either disk or hard copy form.
- (9) Allowing someone else to compose or rewrite a student's assignment.
- (10) Stealing, buying, selling, or otherwise providing research papers.

ADMISSION

POLICY:

- Educational opportunities are provided for students attending Pearl River Community College. PRCC offers equal education and employment opportunities. The college does 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 telephone 601-403-1060.

PROCEDURE:

- In order to be admitted as an academic, technical, or career student (including on-campus, off-campus, and online students) the following documents must be submitted:
 1. PRCC Application for Admission.
 2. Official transcript from an accredited high school indicating date of graduation or GED test transcript indicating passing.
 3. Official transcript from every college attended.
 4. ACT scores for General Education or Technical students.

Application procedures and requirements for specific allied health, career, technical and nursing programs are separate from the standard admission procedure. The requirements and procedures for these programs are stated in the Pearl River Catalog. The official version of the Pearl River Catalog is available on the College Website (www.prcc.edu).

The Board of Trustees desires to provide educational opportunities for

all those interested in attending Pearl River Community College. The College through the Admissions Committee, reserves the right to cancel the admission or registration of an individual whose attendance at PRCC will not be mutually beneficial to the individual and to the Institution.

ACTIVE MILITARY STATUS FOR STUDENTS

POLICY:

- Any student of Pearl River Community College who is a member of any component of the armed forces of the United States and who is placed on active duty status will be allowed to withdraw from the college.

PROCEDURE:

- Any student who withdraws from the college under this policy will not receive any grades. The student record will show evidence of the withdrawal documentation on file.
- Any student who has completed at least 3/4 of the semester and is in good standing with the college, and who needs to only take the final examination to complete the semester, has the option to leave the college pursuant to this policy, without his class standing affected, and without refund of any of the above fees or tuition. However, within the 90 days after release from active duty, the student must make arrangements to take the final exam. The score on the final exam, the work done prior leaving and the unfinished semester's work will constitute the student's final grade.

ATTENDANCE

POLICY:

- Pearl River CC 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. Vocational students enrolled in a "shop class" will be allowed a maximum of six absences per semester.
- B. SUMMER DAY CLASSES:** Academic and technical students are allowed only two absences during any four-week term. Vocational students enrolled in an eight-week "shop course" are allowed four absences.
- C. 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.

■ 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 exams 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.

- E.** After a student cuts out of a class, he or she cannot be readmitted to that class without permission from the instructor.

- (1)** A request for a hearing with the instructor must be made one day after the student has been informed by the instructor that he or she has been dropped from class due to excessive absences.
- (2)** 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.

- F.** 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 dean's secretary before 9:00 a.m. Thursday after an absence for school business.
- G.** A record of class attendance will be kept beginning with the date of the first class meeting.
- H.** Instructors should turn in "cut-out" forms to the admissions office no later than Thursday at 3 p.m. of the following week.
- I.** Three tardies will count as one absence. A tardy of 15 minutes or more will be considered an absence. A student leaving any class without official dismissal will be counted absent.
- J.** 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 all 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 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.

BOOKSTORE

TEXTBOOKS

POLICY:

- Pearl River Community College shall offer textbooks for purchase, as well as school supplies and merchandise for sale.

PROCEDURE:

- **Supply Store:** The PRCC Supply Store, located on the first floor of Crosby Hall on the Poplarville campus, offers a complete selection of school supplies. Calculators, tape recorders, backpacks, scrubs, tools, and many other items are available for the convenience of students. In addition, a vast selection of PRCC collegiate wear and other gift items are available. Students with an excess credit balance on their student account may be allowed to charge their purchases to that account (except where certain restrictions may apply). Charges to student accounts are allowed for the

first eight weeks for refundable types of financial aid. Students with a credit balance of scholarship funds or other non-refundable types of financial aid may continue to make charges to their accounts until one week prior to final exams during the Fall and Spring terms (except where certain restrictions may apply).

- **Textbook Store:** The PRCC Textbook Store, located on the first floor of Crosby Hall on the Poplarville campus, offers a full range of required and supplemental texts. Supplemental texts include items such as workbooks, study guides, review books, and reference books.
- **Bookstore (Forrest County Campus):** For the convenience of students, the PRCC Bookstore on the Forrest County campus is located on the first floor of the Allied Health Facility. This bookstore offers textbooks, both required and supplemental, as well as school supplies and other merchandise.
- **Purchase Books:** The bookstore will offer new textbooks for purchase and used textbooks for purchase when available. The used textbook price is based on 25 percent off the current list price. Purchase books may be sold back to the bookstore throughout the semester. Purchase books that may be utilized by the bookstore for the upcoming semester may be purchased from the students for one-half the price paid. The bookstore may purchase other textbooks that are listed in the wholesale book company buyer's guide. Textbooks purchased for the wholesale company will be bought back at the price listed in the company buyer's guide. Students selling their textbooks back will receive a credit memo to their account.
- **Online Textbooks:** Students taking online courses are responsible for acquiring the required textbooks by whatever means he or she chooses. Students may choose to place an order for textbooks required for online courses from the PRCC Bookstore. All online textbook orders placed must be prepaid. The student may choose to make purchases in the bookstores by any of these methods: cash, check, VISA or MasterCard. Students who have credit balances on their student receivable account may make purchases on their accounts by using excess monies provided by Pell Grant, scholarship, loans, etc. Textbooks purchased through the PRCC Bookstore for online courses cannot be returned (see return policy) for credit, refund, or exchange. Students may choose to place orders for online textbooks from MBS Direct. Students choosing to place their online book order from MBS Direct who plan to pay by credit card may contact MBS Direct themselves. Students authorized to make charges to their accounts must complete an online textbook order form in its entirety. To order textbooks, students can visit the bookstore website at: <http://www.prc.edu> and click on the link for "online textbook orders" or come in to either of the PRCC campus bookstores. Students must submit a copy of their student profile along with each order. After the online textbook order form has been completed, the student can bring the form along with a copy of their student profile (from the MSVCC site) to the campus bookstore or fax a copy to the campus store nearest them. Students using financial aid must have the amount of financial aid verified by Business Office before an order can be placed. Textbooks ordered from MBS Direct may be returned directly to MBS Direct for refund or credit (based on the return policy set by MBS Direct). All orders being charged to the student's account must be delivered to the PRCC Bookstore for verification. The student should have the textbooks required for online courses in his/her possession on or before the day online classes begin. The PRCC Bookstore cannot except orders for textbooks via telephone or email.
- **Merchandise/Textbook Refund:** Merchandise and/or textbooks must be in new condition and must be returned within 10 calendar days from the original date of purchase. To obtain a full refund on merchandise

or textbooks:

- You must have your original cash register receipt or white copy of charge voucher. New books must be in absolutely new condition (no marking, erasures, white-out, soiled spots, bent or frayed edges, etc.). Price sticker and/or tags must still be on all textbooks and/or merchandise. All items sold in shrink wrap must be returned sealed in the original shrink wrap. Any defective item must be returned within 30 days or original purchase date. After 30 days, customers must contact the manufacturer directly for warranty information.
- **Textbook Changes:** Exceptions to this must have a waiver approved by the respective dean, the business manager, and the President. Changes for purchase textbooks will be restricted to a four-semester policy. However, these requests must be coordinated with the bookstore manager and the respective department chair. Recommendations for textbook changes should be made to the Bookstore Manager by the department chairperson. All textbook adoptions must be approved by the respective department chair prior to being purchased by the Bookstore for purchase by students. Textbook data forms must be submitted to the Bookstore Manager for each course being offered.
 - In order to maintain an adequate inventory of textbooks instructors/directors must submit textbook data forms to the Bookstore Manager by:
 - **February 1:** Textbooks required for Fall and Summer semesters
 - **October 1:** Textbooks required for Spring semester
- **Payment:** Personal checks must be imprinted with current address, phone number, driver's license number, and social security number. VISA and MasterCard are accepted. Students may also use financial aid (bookstore charge vouchers) to charge purchases when available. PRCC ID or driver's license MUST be presented (except cash payments).

BOOKSTORE INFORMATION

Hours: Monday-Friday from 8:00 AM-4:00 PM

PRCC Bookstore / Poplarville Campus
Box 5800 / 201 College Drive
Poplarville, MS 39470

Phone: 601-403-1360 (Supply Store)
601-403-1370 (Textbook Store) / Fax: (601) 403-1366

PRCC Bookstore / Forrest County Campus
5448 US Highway 49 South
Hattiesburg, MS 39401

Phone: (601) 554-5501 / Fax: (601) 554-5479

DISABILITY SERVICES

POLICY:

- Pearl River Community College provides reasonable accommodations for students with disabilities in accordance with the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990.

PROCEDURE:

- Each college division, campus and/or center has a designated ADA Coordinator that verifies eligibility for accommodations and works

with eligible students to develop and coordinate plans for the provision of reasonable accommodations.

- (1) Eligible students include those who are enrolled or admitted in degree and non-degree programs offered by PRCC and are considered qualified to meet all college program requirements despite a disability. The Rehabilitation Act of 1973 and the Americans with Disabilities Act define a person with a disability as a person who "...has a physical, emotional, or mental impairment which substantially limits one or more of life's major activities."
- (2) For a student to receive reasonable accommodations for a disability, he or she must file an application and provide current documentation of a disability. After an application is filed, a student will schedule an appointment with a designated ADA Coordinator. A plan for reasonable accommodations and services will be established according to the division (Academic or Career/Technical) and or Center (Forrest County or Hancock) the student is attending.
 - (A) Applications for disability verification and accommodations are available from and may be filed with the appropriate ADA Coordinator.
 - (B) Documentation of a disability from an appropriate licensed or certified health/mental health professional with expertise related to a student's disability must be filed with the appropriate ADA Coordinator. This documentation must include a statement of how the disability limits a major life area, thus impacting a student's participation in courses, programs, services, activities and facilities. Evaluations for the purpose of documentation must have been completed within three to five years of the application with the appropriate ADA Coordinator. The ADA Coordinator does not assist students in obtaining appropriate documentation and does not refer students for eligibility evaluations. Students who do not have current documentation of a disability and who request referrals for such evaluations will be provided with a list of possible resources, appropriate community agencies and professionals. All fees associated with procuring documentation are the responsibility of the student.
- (3) In order to provide confidentiality and develop a trusting relationship with students, disability-related information will be treated under the same strict rules of confidentiality as medical information described in detail in the PRCC Disability Services Guidebook. The only exceptions are if the student states intent to harm himself/herself or others, or a student gives written authorization to the ADA Coordinator for the release of information when the student wishes to share the information with others, per Mississippi law and pursuant to a court order or subpoena. The ADA Coordinator requires a student to complete a written release before releasing information.
- (4) All distant education courses are designed to be ADA compliant and accessible to students with disabilities.

DESIGNATED ADA COORDINATORS

- ADA Coordinators are designated according to area of expertise and location. Specific individuals are chosen according to knowledge of disability services and ability to serve students with disabilities in the specific division of the college. Please refer to the list below to determine which designated ADA Coordinator you should contact according to specific divisions of the college:

ACADEMIC AND CAREER TECHNICAL DIVISION Poplarville

Ms. Tonia L. Moody Tel: 601-403-1060
101 Hwy 11 North, Box 5118 Fax: 601-403-1052
Poplarville, MS 39470 E-mail: tmoody@prcc.edu

ACADEMIC AND CAREER TECHNICAL DIVISION Forrest County Center

Ms. Deborah Hewitt Tel: 601-554-5503
2448 Hwy 49 North Fax: 601-554-5533
Hattiesburg, MS 39402 E-mail: dhewitt@prcc.edu

HANCOCK COUNTY CENTER

Mr. Raymunda Barnes Tel: 228-467-2761
Hancock Center Fax: 228-467-2763
454 Hwy 90, Suite D E-mail: rbarnes@prcc.edu
Waveland, MS 39576

GRIEVANCE POLICY

POLICY:

- In order to maintain a harmonious relationship between Pearl River Community College and its students it is policy of the college to provide for the settlement of problems and differences through orderly grievance procedures. Every student shall have the right to present his or her problem, in accordance with the procedures established, in order to seek redress free from interference, coercion, restraint, discrimination, or reprisal.

PROCEDURE:

- (A) Pearl River Community College desires to resolve student grievances, complaints and concerns in an expeditious, fair, and amicable manner. A student who desires to resolve a grievance may initiate the resolution process by the following steps:
- (B) **Procedural Steps**
 - (1) **Informal Process**
 - a. The student is advised to discuss the grievance informally with the person who is the source of the grievance. If the grievance is resolved by the parties, the matter is deemed closed. If the grievance is not resolved at this level, the student may request an informal review by one of the following designated college administrators or designee. The designated college administrator is responsible for explaining the grievance procedure to the complainant. To promote a fair and swift resolution of their concerns, students are advised to consult with only those administrators designated by this procedure, unless there are compelling reasons to do otherwise. Below is a list of designated college personnel.
VP for Poplarville Campus and Hancock Center, VP for Forrest County Operations, VP for General Education and Technology Services, VP for Economic and Community Development, Director of Hancock Center, Director of eLearning (online students)
 - b. The administrator may choose to convene the parties involved in an effort to resolve the grievance during the informal process. If the grievance is not resolved at this level, the student may initiate the formal grievance procedure.
 - (2) **Formal Grievance Procedure**
 - a. The formal grievance procedure begins when a written complaint is submitted to the college administrator designated. The written grievance should include the following:

- The name of the aggrieved student
- The name and position of the party against whom the grievance is filed
- The date of filing
- A concise statement of the nature of the grievance
- A specific redress being sought by the student

The Administrator or designee shall further investigate the complaint, and shall, as necessary, meet with the student and the person who is the source of the grievance. The Administrator or designee must provide a response to the student and the person who is the source of grievance within 10 days of the meeting or receipt of the written complaint.

(3) Appeals

The student may appeal the decision of the Administrator or designee to the college Appeals Court by written request within three college days. Students may submit their written appeal to the appropriate Vice President's office, Director of Hancock Center's office, or the Director of eLearning (online students).

PRCC Appeals Court: This level of the PRCC Judicial System handles all appeals that involve dismissal from school and/or campus housing, cases appealed from Campus Court, and written student grievances. The PRCC Appeals Court is comprised of two members of the PRCC student body, two members of the PRCC faculty and staff, and is presided over by the Campus Vice President or his or her designee. The decision of this court is final and will exhaust the Pearl River Community College Student Due Process Procedure.

- (1) The appropriate College Administrator or designee will review the appeal and determine if a hearing is necessary.
 - (2) If a hearing is deemed necessary, the student will receive a notice of a hearing date within five college working days of the appeal filing date.
 - (3) The student will receive notice of the hearing finding within five college working days of the hearing date.
- If a student has a documented disability on file, the designated ADA/Civil Rights Coordinator will support and assist you in the process with the above procedures when it is a reasonable request.

DEGREE & CERTIFICATE REQUIREMENT CHANGE

POLICY:

- A student may obtain a degree or certificate by completing the curriculum requirements in the catalog which is in effect at the time of his or her first, or any subsequent, registration at Pearl River Community College, provided the work is completed within 10 years of the publication date of the catalog used. If a specific curriculum is changed so that a once-specified course is no longer offered, PRCC reserves the right to require a comparative substitute course.

PROCEDURE:

- The Vice-President for Instruction may make substitutions for curriculum requirements to meet degree requirements in the academic curriculum. The Career-Technical Dean may make substitutions for curriculum requirements to meet degree and certificate requirements in the career-technical curriculum.

DEVELOPMENTAL COURSES

POLICY:

- Pearl River Community College offers developmental courses for students with deficiencies in the areas of English, mathematics, and reading.

PROCEDURE:

- Developmental courses are designed to strengthen the students' basic

skills in order that they may become better prepared to succeed in other college courses.

- Essential Skills (EDU 1103)
- Developmental English I (ENG 1103)
- Developmental English II (ENG 1203)
- Developmental Mathematics (MAT 1103)
- Introductory Algebra (MAT 1203)
- Intermediate Algebra (MAT 1233)
- Developmental Reading (REA 1103)
- Related Studies Mathematics (VOM 1103)
- Related Studies Reading (VOR 1103)

- 1. Effective Fall 2000.** Institutional credit is awarded for developmental courses and students pursuing an Associate in Arts degree may use up to nine hours of the following developmental courses as electives toward graduation at Pearl River Community College:
 - Developmental English II (ENG 1203)
 - Introductory Algebra (MAT 1203)
 - Intermediate Algebra (MAT 1233)
- 2.** A student taking one or more developmental courses should not normally take more than 12 semester hours plus a maximum of two activity courses for a total of 14 semester hours.
- 3. Class Meetings:** Developmental courses meet three lecture hours per week. (3 credit hours per course).
- 4. Grading:** Beginning in Fall 1993, students enrolled in developmental courses must earn a grade of "C" or higher in order to enroll in the next higher level course. Students not earning a grade of "C" or higher must repeat the course the following regular semester.
- 5.** Students whose ACT subscores indicate their need to enroll in one or more developmental courses must schedule these courses immediately. This requirement may not be delayed until a further semester without the approval of the Vice-President for Instruction or the Career-Technical Center Director.
- 6.** A student enrolled in all 1103 developmental courses must enroll in EDU 1103, Essential Skills.

DEVELOPMENTAL COURSE PLACEMENT

- The following American College Test (ACT) scale scores on the English, reading, and mathematics subtests determine developmental course placement:

ACT SCALE SCORE

SUBJECT AREA	Before Sept. 89/After Sept.89	Placement
Mathematics	1-6/1-13	Developmental Mathematics MAT 1103
	7-9/14-15	Introductory Algebra MAT 1203
	10-12/16-17	Intermediate Algebra MAT 1233 with "C" or better in one year of high school algebra
	13 or above/18 or above	College Algebra MAT 1313 with "C" or higher in two years of high school algebra
English	1-8/1-12	Developmental English I ENG 1103
	9-12/13-15	Developmental English II ENG 1203
	13 or above/16 or above	English Composition I ENG 1113
Reading	1-9/1-15	Developmental Reading REA 1103
	10 or above/16 or above	May enroll in Social Studies

★ NOTE ★

- (1) Students must meet both the ACT scale score requirement and the high school algebra requirement before enrolling in Intermediate or College Algebra.
- (2) If a student has taken the ACT more than once, the subtest scores from the test with the highest composite score should be used. Subtest scores from more than one test may not be combined to determine developmental course placement.
- (3) At the beginning of each term, challenge tests are available for students to verify appropriate placement in English, mathematics, or reading.

CAREER-TECHNICAL DEVELOPMENTAL COURSE PROGRAM

- Any career-technical student assigned to one or more Developmental courses will be governed by the following procedures:
 - (1) **Attendance-Developmental Classes** will meet three hours a week. A student who has six unexcused absences in a developmental class will be dropped from class.
 - (2) **Probation/Suspension:** A vocational student who fails to reach the ninth grade level on Math (10th grade level for marketing and all secretarial students) and the tenth grade level on reading the first semester will be placed on instructional probation. A student who fails to reach the above mentioned grade levels the second semester will be suspended from the institution for one regular semester.
 - (3) **Prerequisite:** Career students must successfully complete Related Studies Mathematics (VOM 1103) before enrolling in Applied Math.
 - (4) **Technical students** who take the ACT and score 1-13 on mathematics will be assigned to Related Studies Mathematics (VOM 1103); 1-15 on Social Studies (Reading) will be assigned to Related Studies Reading (VOR 1103). These students will be governed by Item 2 Probation/Suspension.

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.

FEES, PAYMENTS AND RENTALS

POLICY:

- The Board of Trustees recognizes the importance and the responsibility in regard to the revenue of the college. It is the desire of the Board of Trustees to offer the best learning atmosphere possible. The Board will review all the revenues and assess them for the best interest of the school and the students.

PROCEDURES:

- Students who are enrolled as full-time day students (12 semester hours or more) who are assigned to a night class by a college administrator or counselor because the course is required in their curriculum and the day classes are closed or the class is not offered during the day, will be charged regular full-time student fees.

FINANCIAL AID

- Pearl River College provides a variety of students financial assistance to qualified applicants. The college is committed to assist all individuals who are in need of help with their educational expenses. Please refer to the Financial Aid Guide for specific information regarding program guidelines and application deadlines.

PAYMENT OF FEES AND REFUNDS

- Pearl River Community College requires that one-third of the total fees be paid at the beginning of each semester. The remaining financial balance is required to be paid on a monthly basis and MUST be paid prior to the beginning of final exams. Financial Aid (except Work-Study) is applied to fees assessed by the college. If the financial aid award does not equal the required one-third amount, the student must pay the unmet balance at registration. Work Study recipients earn minimum hourly wages and are paid on a monthly basis. The Business Office will determine the appropriate amount of a student's monthly earnings to be applied to fees owed the college before making a payment to the student.

GRADING

POLICY:

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

PROCEDURE:

- The following grading scale will be used for all credit classes provided by the college.

A	90-100/ Excellent	F	Below 60/ Failure
B	80-89/ Good	WP	Withdrew Passing
C	70-79/ Average	P	Passed
D	60-69/ Poor	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 exam.
- (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 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. This information will be distributed to students at the beginning of the course.
 - (9) Students receiving Veterans Administration educational benefits under P.L. 90-77 must make a 2.0 quality 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 vice president.

GRADE APPEAL

POLICY:

- A student may appeal the final grade received for a course.

PROCEDURE:

- A student who is not satisfied with the final grade received for a course should first consult with the instructor of the course. If this consultation does not resolve the situation, the student should then consult the chair or director of the instructional department offering the course. If the department chair is unable to resolve the situation, the student should submit a written appeal to the appropriate administrator. This appeal must be received no later than 4 p.m. on the last day of regular classes of the next regular semester (fall or spring). A written appeal of any grade received in any course taken at the Forrest County Center should be submitted to the Vice President for Forrest County operations. A written appeal of a grade received in a course taken at the Poplarville campus or Hancock Center should be submitted to the Vice President for Poplarville campus and Hancock Center. A written appeal of any academic course grade received in a class offered at a

non-campus site should be submitted to the Vice President for General Education and Technology Services. A written appeal of any Career/Technical course grade offered at a non-campus site should be submitted to the Vice President for Economic and Community Development. Students enrolled in an online course provided by Pearl River Community College through the Mississippi Virtual Community College (MSVCC) should submit their grade appeal to the Director of eLearning. If the situation is not resolved by the Director of eLearning the student may submit an appeal to the Vice President for General Education and Technology Services. The decision on the grade reached by the appropriate Vice President will be final. No further appeal of the course grade if provided by the College.

GRADUATION, DEGREES & CERTIFICATES

POLICY:

- Pearl River Community College will award a degree or certificate when students have met specific requirements.

PROCEDURE:

- **Associate in Arts** — The Associate in Arts Degree is awarded to students who meet either of the following requirements:
 - (1) Complete a minimum of 64 semester hours to include the 40 semester hour basic core curriculum and 24 semester hours of transferable electives (a maximum of four activity hours may be applied toward graduation); and, attain an overall GPA of 2.0 or higher.
 - (2) Complete the first two years of a baccalaureate program of study found in any accredited four-year college or university catalog which has become effective since the student began college studies; and, attain an overall GPA of 2.0 or higher.
- In order to receive an Associate Degree a minimum of 25 percent of the hours applied toward the degree must be completed at PRCC.
- Computer proficiency is required of all students who receive an Associate in Arts degree. This proficiency may be demonstrated by passing an academic computer science course or passing a computer proficiency test. The Dean of Academic Affairs may consider declaring a student computer proficient based on documentation of appropriate employment experience.
- **Associate in Applied Science Degree:** The Associate in Applied Science Degree is awarded to a student who completes the prescribed technical course of study in his or her chosen field as outlined in the college catalog and attains an overall grade point average of 2.0 or higher.
- **Certificate of Proficiency:** The Certificate of Proficiency is awarded to a student who completes the prescribed career course of study in his or her chosen field as outlined in the college catalog and attains an overall grade point average of 2.0 or higher.
- **NOTE:** In order to participate in commencement exercises and receive a diploma, a candidate for graduation must file an application for graduation with the Dean of Academic Affairs or the Director of his or her respective Career-Technical Center. A student should apply for graduation one semester prior to the anticipated graduation date.

GUEST SPEAKERS

POLICY:

- Pearl River Community College may allow guest speakers on campus.

PROCEDURE:

- Faculty members or students who wish to invite guest speakers to the college should follow the procedures listed:
 - (1) The speaker's request to speak on the College campus must be cleared by the Committee on Student Services.
 - (2) Request by the speaker must be made 10 days prior to the desired speaking date. The committee will in turn confirm the date, location, and time of day the speaking engagement will

be. The committee will provide a representative of the college to be present at this engagement.

- (3) Student attendance will be on a voluntary basis. No excuses will be granted from any class or scheduled activity.
- (4) Acceptance by PRCC for anyone to speak on the campus will in no way reflect the views of the speaker or endorsement of the speaker by the college.

GUIDANCE SERVICES

POLICY:

- Guidance services are available as part of Pearl River Community College's overall educational program.

PROCEDURE:

- PRCC recognizes the importance of a thorough program of academic advising. While it is ultimately the responsibility of the student to select and follow a program of study which will lead to his or her academic objectives, the College provides a structure of academic advising to assist students. Academic and career-technical counselors are available to assist students with educational, career, and personal concerns. The offices of the academic counselors are located in the Counseling/Career Center in Crosby Hall. Students are served by a Placement Director/Career-Technical Counselor in Crosby Hall on the Poplarville campus. A career-technical counselor assists students at the Forrest County Center. Special needs students are served by Special Populations Coordinators at the Poplarville campus and the Forrest County Center. A counselor is also available for students being served by Student Support Services in Jefferson Davis Hall. Offices are open Monday through Friday from 8:00 a.m. until 4:00 p.m.
- A student enrolling in online courses should contact the appropriate advisor. A current list of faculty and staff can be found on the PRCC website at the following address: <http://www.prcc.edu>. Students are strongly encouraged to seek out academic advisement prior to registration. Counselors can also be reached by telephoning 601-403-1250 in Poplarville and 601-554-5500 at the Forrest County Center.
- The contents of the counseling sessions are held in strictest confidence and not revealed to any person or agency except under these circumstances:
 1. If client (or, if client is a minor, his/her parents) gives written permission to release information.
 2. If client is involved with a bonafide medical emergency, information may be given to medical personnel.
 3. If research, management audits, financial audits, or program evaluations are conducted, information may be revealed but client will not be identified either directly or indirectly.
 4. If an appropriate court order is received by the counselor.
 5. If client reports any type of child abuse.
 6. If client reveals information, which, in the counselor's judgement, indicates that he/she intends to harm himself/herself or someone else.

PRCC

MISSISSIPPI'S PIONEER COMMUNITY COLLEGE

HONOR ROLLS

POLICY:

- Pearl River Community College will recognize academic excellence.

PROCEDURE:

1. The President's List recognizes full-time students with 4.0 grade-point averages during the previous semester. A student is not eligible for the President's List for a semester in which a developmental course is taken.
2. The Dean's List recognizes full-time students with grade-point averages of at least 3.4, but less than 4.0. A student is not eligible for the Dean's List for a semester in which a developmental course is taken.
3. Honor rolls will be generated by the Department of Information Technology at the end of each semester. The Vice-President for Instruction will verify the honor rolls of academic students and the Director of Career-Technical Education will verify the honor rolls of the career and technical students. These honor rolls will then be sent by the Department of Information Technology to the Department of Public Relations for distribution.

GARVIN H. JOHNSTON LIBRARY POLICIES

- **Identification Cards:** Students are required to show Pearl River Community College ID cards when checking out books from the Library, using reserve materials in the library, using computers in the library, and viewing videocassettes or using computers in the Learning Lab.
- **General Collection Circulation Policy:** Any current PRCC student or employee may check out books at the Libraries on the Poplarville and Hattiesburg campuses. Books are checked out for a two week period, and may be renewed if not on hold. If books are not returned, borrowers are blocked from checking out other books pending return of materials or payment of replacement costs. Students must return all books and pay fines before the end of each semester. Lost books are the responsibility of the student who checks out the book. Online books and periodicals are available through the library web site.
- **Reference Books And Reserves Circulation Policy:** Reference books, reserve materials, magazines, and microfilm/microfiche do not circulate outside the library. Reserve items are shelved at the circulation desk under each instructor's name (may be located through the online catalog).
- **Copyright:** The United States Copyright Act of 1976 makes it a crime to photoduplicate any and all copyrighted materials. Portions of copyrighted articles may be photocopied for study and other educational purposes. The law further prohibits making copies of computer programs, which are copyrighted.
- **InterLibrary Loan (ILL) Service Policy:** ILL services are offered to all Pearl River Community College students and faculty. This service is free provided that the lending institution sends the material at no charge to PRCC. If the lending institution charges a fee, the student or faculty member that requested the material is responsible for payment before the request for the material is confirmed with the lending institution.
- **Mississippi Library Security Act of 1978:** This act makes it a crime to abuse library property. This includes removing library and Learning Center materials from the buildings without proper authorization; willfully damaging materials, including cutting articles out of books, magazines, and newspapers; and failing to abide by the general rules and regulations set forth by the department.

■ **Conduct:** In a college Libraries or Learning Lab, students are expected to be able to work quietly and independently without constant supervision. Students should remember that the Libraries and Learning Lab are places to study and not a place to disturb other students. Should a staff member ask an individual or a group of students to be quiet more than once, then the individual or group will be asked to leave the building. Students should refer to the other college rules of conduct in the Pearl River Community College Student Handbook for more rules and regulations concerning conduct by students. Patrons are requested not to eat, drink, smoke, or use tobacco products in the Libraries. Also, students aren't allowed to bring children on campus. Cell phones should be turned off in the Libraries. Cellular phones are restricted to areas outside the building. Use of CD and tape players with headphones are not permitted in the libraries and lab. Problems should be brought to the attention of staff.

■ **Computer Usage in the Libraries and Learning Lab:** A student must leave his/her PRCC ID card at the appropriate circulation desk when using a computer. Users will work quietly at all times. Print-outs should be limited. After the 10th page of continuous printing, the cost is 10 cents a page. Multiple copies of a document are 10 cents a page. In times of great demand, user time limits can be placed with priority given to those doing educational research. In the Learning Lab all students must have a disk.

■ The computers are to be used for the following:

- Support of instructional activities.
- Support of independent study, research, and online classes.
- Pursuit of educational information via the Internet.
- MAGNOLIA and other reference databases.

■ The computers can be used on a limited basis (time restrictions apply), when available, for the following:

- Internet searches not related to specific educational programs as long as sites are not visited which are deemed inappropriate in an educational setting E-mail (in the Library computer room).

■ The computers are not available for the following:

- Sites deemed obscene or pornographic.
- Chat rooms not associated with traditional or online classes.
- Games.

■ No individual shall access, use, destroy, alter, dismantle, disfigure, or remove programs, technologies, or configurations/settings from any Library or Lab computer.

MEDIA CREDENTIALS FOR ATHLETIC EVENTS

GUIDELINE:

■ Pearl River Community College requires authenticated credentials for all media representatives, videographers, or photographers representing a bonafide newspaper, magazine, or television station requesting admission and/or sideline access to a college athletic event.

PROCEDURE:

■ All media (newspaper, television) representatives, photographers, or videographers wanting admission and/or sideline access to any Pearl River Community College athletic event should contact the college's sports information director for the needed credentials. Access to the sidelines is restricted to bonafide members of the media (newspapers, television stations, etc.) only. All commercial photography or videography is strictly prohibited without written permission from the Dean of Student Services Office (**see also Solicitation/Vendors, page 24**).

PREGNANCY OF NURSING AND CAREER & TECHNICAL STUDENTS

POLICY:

■ A nursing or career and technical education student who becomes pregnant shall submit written verification from the attending physician of her ability to safely continue in the program.

PROCEDURE:

■ A written statement shall be secured from the attending physician indicating that the pregnant student is both physically and mentally able to meet the requirements of the respective programs. This statement shall be submitted to the program director or instructor no later than the third month of the pregnancy.

PROGRAM CHANGES

POLICY:

■ A student may obtain a degree or certificate by completing curriculum requirements in the PRCC catalog within a specified period of time.

PROCEDURE:

1. A student may obtain a degree or certificate by completing curriculum requirements published in the PRCC Catalog at any time during the student's previous enrollment, subject to a 10-year limitation.
2. For major areas which are subject to emerging technologies and in cases where previously specified courses are no longer offered, the college reserves the right to require additional/substitute coursework.
3. A student wishing to apply for graduation under requirements published in a previous Catalog should first consult the appropriate counselor or department chair/lead instructor. The counselor/department chair will direct recommendations to the respective dean.
4. It is the responsibility of the student to provide an original copy of the relevant Catalog for reference during all consultations.

REGISTRATION

POLICY:

■ Students who have completed all admissions requirements may register for courses.

PROCEDURE:

■ Students may register for classes in a variety of ways, including:

- (1) **Regular Registration:** Dates are set aside immediately preceding each semester when a student may meet with an advisor, select a course of study, and enter a class schedule.
- (2) **Personal Identification Number:** Returning students who have obtained a Personal Identification Number (PIN) and have consulted with an advisor may register for courses using the Banner Web Registration System. Registration is complete only upon payment of fees. Web registration is available only to returning students who wish to enroll in traditional courses.
- (3) **Registration for Distance Learning Classes:** Students may register for online and/or distance learning classes by completing a scheduling form available in the Office of Admissions or Records. The form is also available online at the PRCC public website.

REPEATING COURSES ATTEMPTED

POLICY:

■ If a student repeats a course which he/she previously attempted at Pearl River Community College, the higher grade will be the only one used in figuring quality points.

PROCEDURE:

- The Clerk of Records will calculate the grade-point average on the transcript of the student who repeats a course.

SOCIAL ACTIVITIES**POLICY:**

- Pearl River Community College encourages campus organizations to sponsor social activities.

PROCEDURE:

- In order to avoid conflicts and to insure adequate planning for these activities the following procedures are outlined:
 - (1) Any organization planning a social activity on the campus or an activity or trip off the campus must submit an application to the Dean of Student Services at least one week prior to the activity and have the activity approved and placed on the Master Calendar in the Dean of Student Services' Office.
 - (2) The application should state the nature of the activity, the place, the chaperons, and the time the activity begins and ends. The chaperon list must include one of the organization's sponsors. The sponsor is responsible for the total activity including clean-up procedure.
 - (3) No social activities are to be scheduled the last two weeks of each semester.
 - (4) Application forms for the above mentioned activities can be secured in the Dean of Student Services' Office.

STUDENT ACCESS TO FACULTY**POLICY:**

- All Pearl River Community College 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 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.

STUDENT CONTESTS, CONVENTIONS, AND CAMPUS ACTIVITIES**POLICY:**

- Pearl River Community College encourages student participation in contests, conventions, and other organized activities related to the educational program.

PROCEDURE:

- The college will provide faculty supervision related to these activities. It is the procedure of the college to pay the convention expenses for Academic or Career-Technical organization sponsors. This will include lodging, travel (if approved school transportation is not available) and meals. Convention and registration fees of sponsor and participating students will be paid by the college at the discretion of the Vice-President for Instruction or the Dean of Career-Technical Affairs. Travel must be approved by the Dean of Academic Affairs or Dean of Career-Technical Affairs two weeks prior to the event. Student organizations include: Afro-American Cultural Society, Alpha Omega Society, Baptist Student Union, Cosmo Sorority, Criminal Justice Association, Data Processing Club, DECA, Delta Psi Omega, Mississippi Association of Student Nurses, Phi Beta Lambda, Phi Rho Pi, Phi Theta Kappa, River Navigators, Student Foundation/Alumni Association, Student Government Association, Supporting Older Students, VICA, Wesley Foundation and Young Diplomats.

STUDENT COURSE LOADS**POLICY:**

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

PROCEDURE:

- (1) The normal course load for academic and technical students is 16 semester hours.
- (2) An academic or technical student enrolled in one or more developmental courses may register for no more than 14 semester hours without the approval of the appropriate dean (Dean of Academic Affairs or Dean of Career-Technical Affairs) or person designated by the dean.
- (3) An academic or technical student who is not taking a developmental course may register for no more than 18 semester hours without the approval of the appropriate dean or person designated by the dean.
- (4) A vocational student in a program requiring the student to enroll in 19 or more semester hours may do so with the approval of the director of that 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 nine semester hours that are eight developmental courses or courses that may be applied toward an associate degree. (No more than four semester hours of activity courses may be applied toward an associate degree).
- (6) A student may enroll in distance learning 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 12 hours of traditional courses must be maintained in order to reside in campus housing. Fees for distance education courses will be the same as those for off campus night or weekend courses.
 - Athletic eligibility for students enrolled in distance learning courses shall be defined as follows: All athletes must be enrolled full time and in attendance within 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 6 semester hours on site at the certifying institution and 6 or more hours with the certifying institution acting as the host institution for courses taught by other MACJC member colleges.

STUDENT INVOLVEMENT IN DECISION-MAKING

POLICY:

- Pearl River Community College provides students the opportunity to participate in college decision-making.

PROCEDURE:

- Students are represented on selected committees. See each committee for further information.

STUDENTS' PAYMENTS & REFUNDS

POLICY:

- The Board of Trustees will review and assess all students' payments and refunds.

PROCEDURE:

- (1) The faculty will recommend any change in fees, payments or refunds within the department to directors or department heads by December of each year.
- (2) The program directors and department chairs will make their recommendation to the appropriate Vice President in January of each year.
- (3) The Vice President and the Vice President for Business and Administrative Services will recommend to the President any changes in fees, payments, rentals or refunds by Feb. 1.
- (4) The Vice President for Business and Administrative Services will notify the appropriate Vice President for any changes in assessment of fees, payments, rentals or refunds.
- (5) The next publication of the college catalog, faculty handbook, student handbook and other college publications will reflect the approved changes.
- (6) Students who are enrolled as full-time day students (12 semester hours or more), who are assigned to a night class by a college administrator or counselor because the course is required in their curriculum and the day classes are closed or the class is not offered during the day, will be charged regular full-time student fees.
- (7) Students who officially withdraw or cut-out of all classes during a semester will have their financial accounts reviewed to determine if adjustments to institutional fees should be made. The institutional refund policy is applied to all students without regard to academic classification or eligibility of Title IV student assistance. The policy is in compliance with the Federal Refund and Pro-Rata guidelines.
- (8) Tuition and fees for distance education courses are the same as off-campus, weekend or evening courses. Laboratory and other program fees will be assessed at the same rate as traditional classroom courses. Students taking distance education courses will be mailed an invoice for tuition and fees. Expenses can be paid by return mail or in person at the Business Office on either the Poplarville or Hattiesburg campuses. To pay by mail, a student should send a check or money order payable to Pearl River Community College with the bottom section of the bill. Students should not send cash. If the bank returns a student's check, his or her classes will be cancelled and a returned check fee will be assessed. Distance education students can also access their fee assessment online any time they log in to the BANNER Web system.

REFUND POLICIES

TUITION

Fall & Spring Semesters	Percentage Refund	Summer Terms
1st Week	100%	100%
End of 2nd Week	75%	50%
End of 3rd Week	50%	0
End of 4th Week	25%	0

NO REFUND AFTER 4TH WEEK

ROOM & BOARD

Fall & Spring Semesters

Withdrawn By	Percentage Refund
Before Classes Begin	100%
1st Week	75%
2nd Week	50%
3rd Week	25%
4th Week	25%

**NO REFUND FOR ROOM & BOARD AFTER 30 DAYS
SUMMER SEMESTER: NO ROOM & BOARD REFUNDS**

- Room and board fees are not rebated beyond the first 30 days of the semester. No room and board rebates are allowed during summer terms.
- Appeals for refunds due to extenuating circumstances may be made in writing to the Vice President for Business and Administrative Services, Pearl River Community College, P.O. Box 5060, 101 Highway 11 North, Poplarville, MS 39470. Any refund will be mailed to the student at the address of his or her record.

PAYMENT OF FEES

- Students will pay a minimum of one-third the total fees at the beginning of each semester.
 - (1) Financial Aid (except Work Study) is applied to actual student fees. If financial aid is less than one-third of the fees, the student is required to pay the balance at registration.
 - (2) If a student does not qualify for Financial Aid, one-third the total fees is payable at the beginning of each semester.

REFUNDS OF FINANCIAL AID

- (1) Grant Refunds (Pell, SEOG, SSIG) will be made during the 10th week of each semester provided the student was awarded the grant by the sixth week of the semester. Refunds to late applicants will be made later during the semester.
- (2) Student Loan Checks received by the college during regular and late registration will be applied to student fees (tuition, room and board, etc.). Refunds from these loans will be made on the Wednesday of the 5th full week of classes each semester. Disbursement of additional student loan checks will be made each Wednesday during the semester, for those loans received the preceding week.

STUDENT PUBLICATIONS

POLICY:

- Pearl River Community College encourages student publications.

PROCEDURE:

- The appointed faculty and administration of the College will have the right to review and control any material published in any student publication. The Public Relations Director has the responsibility to review and control any material published in any student publication under the guidelines set by the President.

TAPING LECTURES

POLICY:

- Students at Pearl River Community College may tape lectures, excluding clinical or related discussions.

PROCEDURE:

- Students who wish to tape lectures of a class or classes should notify the instructor of their intention of taping the lecture. The taping of the lecture should not disrupt the class activities. Clinical activities or clinical related discussions will not be taped.

TRANSFER OF CREDIT

POLICY:

- Pearl River Community College may accept transfer credit from another college or university. Credit may also be granted based on the results of Advanced Placement examinations and on military experience.

PROCEDURE:

- Transfer credit is generally accepted if the work was earned at an institution that is accredited by a regional accrediting agency and is comparable to required course credit in the student's chosen PRCC curriculum. A course requested for transfer will be judged as to whether it is equivalent to a PRCC course by appropriate faculty and/or administrative personnel.
- Credit may be awarded for acceptable scores on Advanced Placement (AP) examinations administered by the College Entrance Examination Board to high school students. The following rules apply:
 1. A minimum score of four (4) is required for credit in Biological Science. A minimum score of two (2) is required for credit in other subjects.
 2. A student must earn a minimum of 15 semester hours of college credit at PRCC before Advanced Placement credit is posted to the student's transcript.
 3. A grade of "AP" is given for Advanced Placement credit. No quality points are awarded and the grade does not figure in the student's Grade Point Average (GPA).
 4. Students are restricted to 30 semester hours of Advanced Placement credit, with no more than six semester hours or two courses in any one subject area.
 5. Test scores must be on file in the Admissions Office.
 6. Credit will be awarded only in subjects that are taught at PRCC.
 7. Advanced Placement credit may apply to a degree earned at PRCC. A student planning to transfer to a senior college or university should check with that institution as to whether AP credit will be accepted toward a bachelor's degree.
- Veterans who are attending college after a period of active duty in the armed forces may be eligible to receive undergraduate credit according to the following rules:
 1. For four months of active duty, a veteran is exempted from the physical education requirement for graduation and is awarded two hours of credit for HPR 1111 and HPR 1121.
 2. For six months of active duty, a veteran is exempted from the physical education requirement for graduation and is awarded five hours of credit for HPR 1111, HPR 1121, and HPR 1213.
 3. For a year or more of active duty, a veteran is exempted from the physical education requirement for graduation and is awarded seven hours of credit for HPR 1111, HPR 1121, HPR 1551, HPR 1561, and HPR 1213.

PRCC: MISSISSIPPI'S PIONEER
COMMUNITY COLLEGE

- Credit may be awarded for successful completion of College Level Examination Program (CLEP) examinations and of challenge examinations administered by College faculty. The procedures for these programs are described under the Credit by Examination Policy.

WELLNESS CENTER POLICY

POLICY:

- Pearl River College will provide a safe and healthy environment suitable for exercise and the enjoyment of physical activity.

PROCEDURE:

- Adherence to the following guidelines will help ensure proper use and care of the equipment and facility:
 - (1) Bring and use a towel. Towels will not be provided. All participants are expected to maintain proper personal hygiene when using the equipment and the facility. Wipe off perspiration from each piece of exercise equipment as you move through your workout.
 - (2) Proper clothing is important for safe and enjoyable exercise. Quality shoes are highly recommended. Proper footwear can help prevent foot and leg problems. The following restrictions regarding clothing apply when using equipment such as treadmills, bicycles, stair stepers, weight machines or free weights, or when participating in an aerobics class.

ACCEPTABLE ATTIRE INCLUDES:

- (A) Short-sleeved, long-sleeved or sleeveless T-shirts or sweat-shirts.
- (B) Athletic shorts (with or without tights), sweats, leotards with shorts and/or tights.
- (C) Aerobic shoes, tennis shoes, basketball shoes, hiking shoes, cross-training shoes, and all jogging or walking shoes (shoes must be worn at all times).

UNACCEPTABLE ATTIRE INCLUDES:

- (A) Halter tops, cropped or half-shirts, plastic or rubber suits.
 - (B) Cutoffs, jeans, pants (khakis or casual slacks), street clothes.
 - (C) Open-toed shoes, sandals, boots, dance slippers, high heels, inline skates, or cleated shoes.
- (3) Be sure to bring your ID card and log-in upon entering the facility. Leave your ID card at the front desk while you are in the facility. Don't forget to pick up your ID card and log-out as you leave the facility.
 - (4) Proper conduct is expected while you are in the facility. Foul language, harassment of any kind, or other conduct is considered improper by the college or Wellness Center staff is not allowed. Any case of improper conduct will result in disciplinary action.
 - (5) The Wellness Center is not responsible for personal items brought into the facility. **DONOT** bring valuable items into the facility. Lockers are available for your use while you are in the facility. Remove your belongings when you have completed your workout. **BRING YOUR OWN LOCK** to secure your locker and remove the lock before you leave the facility. Since space is limited, these lockers will not be issued or assigned to individuals for permanent use.
 - (6) Cellular telephones are prohibited in the Wellness Center.
 - (7) Food and drinks are allowed in the lobby only. There are water fountains around the perimeter of the workout area and in the locker rooms. Drink water before, during and after exercise to maintain adequate hydration. No tobacco of any kind (including

smokeless tobacco) will be allowed in the facility. PRCC prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol on college property or as any part of its activities.

- (8) Proper use of equipment is expected. Weight machines should be used in proper form and in a slow, controlled manner. A spotter will be required for participants who want to utilize the free weights. Report any equipment that is not working properly to a staff member.
- (9) Any other rules or regulations stated in the Student Handbook not specifically covered by this policy are applicable.

WITHDRAWAL FROM A CLASS OR THE COLLEGE

POLICY:

- A student may withdraw from a class or from the college.

PROCEDURE:

- (1) 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 vocational-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 wished to withdraw from an online course should notify the instructor by email.
- (2) 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 of 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".)
- (3) A student who wishes to withdraw from all classes taken at PRCC 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 state above.

WITHDRAWAL FROM COLLEGE

POLICY:

- Students at Pearl River Community College will have the right to withdraw from college at any time during the semester. Students must follow established procedure in order to maintain good standing at the college. Procedure for withdrawal will be developed by each attendance center of the college or program of study, whichever is appropriate.

PROCEDURE:

- (1) The student should obtain a clearance slip from the college counselor. The counselor will write in necessary information on front of the clearance slip and explain the procedure for clearing each department listed on reverse side.

- (2) The student should complete check-out procedure as listed on back of clearance slip. When student returns I.D. card and clearance slip to Business Office, refund will be made if applicable.
- (3) A withdrawal grade of WP or WF will be given if a student officially withdraws from a course after the drop/add period.

DORMITORY REFUND POLICY

- ROOM AND BOARD REFUNDS WILL BE ALLOWED ONLY WITHIN the first 30 days of the Fall and Spring Semesters from the start up of classes. The refunds will be based on the institution's approved refund schedule. Room and board fees are non-refundable during the summer terms once classes have begun.

ELECTIONS

- **REQUIREMENTS FOR ELECTION:** Any student seeking an elected position at Pearl River Community College must have a 2.5 or above grade point average and be in good standing with the college. Freshman students must have a 2.5 or above grade point average from high school. A student is in good standing if he or she is not on probation, social or academic, and not in default in payment of fees (must be full-time).
- **CLASS OFFICERS:** Class officers will be elected by ballot within the first six weeks of the fall semester. The classes elect a president, vice president, and two representatives. The elected officers will serve on the Student Government Association for the current school year.
- **HOMECOMING COURT AND FAVORITES:** The student body of Pearl River Community College shall select one female student from the Sophomore Class to serve as Homecoming Queen, one female student from the sophomore class to serve as Student Body Maid, and two female students from the sophomore class to serve as sophomore maids to the queen. The Freshman Class shall select two female students to serve as Freshman Maids to the queen. Nominations for the elections shall be made by write-in vote. Each member of the student body who chooses to participate shall write in the name of one female student (from the Sophomore Class) and the names of three female students from their own class as the persons whom they wish placed as candidates. The final ballot will have, in alphabetical order, the names of six female sophomore students that receive the highest number of write-in votes and six female freshmen students that receive the highest number of write-in votes (freshman and sophomore votes counted together). Each student who chooses to participate in the election process will select, from the ballot, three sophomore students and three freshman students. The female sophomore student with the highest number of votes will be named Homecoming Queen. The female sophomore student with the second highest number of votes will be named Student Body Maid, and the two female students who have the next highest number of votes will be named Sophomore Maids. The two female freshman students with the highest number of votes will be named Freshman Maids. The Forrest County Center in Hattiesburg will elect one freshman Student Body Maid and one sophomore Student Body Maid. The Hancock Center in Waveland will elect one Student Body Maid. The Homecoming Queen and her maids will be selected at least two weeks prior to the Homecoming day celebration. Election of queen and maids will be conducted by the Student Government Association. The same procedure will be followed in the election of Mr. and Miss Pearl River Community College and class favorites.
- **STUDENT GOVERNMENT ASSOCIATION:** In April the student body elects a Student Government Association President, a Vice-President, and a Secretary-Treasurer for the next school year. These students are required to be from the present freshman class. The campaign and

election are held in the same manner as the election earlier in the year.

■ **WHO'S WHO AMONG STUDENTS IN AMERICAN COMMUNITY COLLEGES:**

The basic concept of *Who's Who Among Students In American Community Colleges* is to provide a national basis for the recognition of outstanding students.

How nominees are selected:

- (1) Only second year college students (27 semester hours or 633 clock hours) are eligible for nomination.
 - (2) Nominations are submitted to Dean of Student Services in December by departments of the college and sponsors. Departments of the college: Department of Business, Department of Fine Arts, Department of Health, Physical Education and Recreation; Department of Humanities, Department of Nursing, Department of Science and Mathematics, Department of Social Science, Department of Technical Education, and Department Vocational Education.
 - (3) Students are evaluated on:
 - (A) Scholastic standing.
 - (B) Service to the community.
 - (C) Leadership in extra curricular activities.
 - (D) Future potential.
 - (4) The number of students selected cannot exceed the quota assigned to Pearl River Community College each year. This quota is based on current enrollment.
- Selections are made during the first semester and are confined to sophomores. Selections are made by a faculty committee from the academic, technical and vocational departments at PRCC.
- **HEALTH-MEDICAL SERVICES:** A full-time registered nurse is on duty seven hours a day in the Health Clinic (located in the Crosby Hall) from 8:00 a.m. until 3:15 p.m., Monday through Friday. Students, faculty members, and staff members are entitled to medical attention for minor illnesses and injuries. Medical cases of more serious nature are referred to a physician. The student, faculty member or staff member is responsible for any expense by physicians or hospitals.
- **HOMECOMING:** Homecoming is a tradition at Pearl River Community College. The highlights of this day include class reunions, homecoming displays by campus organizations, an Alumni Banquet at noon, followed by the crowning of the Homecoming Queen and recognition of the court preceding the afternoon football game.
- **LAUNDRY AND DRY CLEANING:** The college does not operate a laundry, but students who live in the resident halls have coin-operated facilities available for doing their own laundry.
- **LEARNING RESOURCE CENTER (LRC):** The LRC is composed of three components: the Library, the Learning Lab, and Media Services. The hours are from 7:45 a.m. until 9 p.m. (Monday-Thursday) and 7:45 a.m. until 3 p.m. (Friday).
- (1) **IDENTIFICATION:** All users must show ID card when checking out LRC materials, both print and non-print.
 - (2) **RESOURCES:** The library and learning lab provide books, periodicals, indexes (both print and on line), newspapers, video cassettes, videodisks, word processing and computer programs, computerized tutorials, and audiocassettes, which supplement the academic program.
 - (3) **CIRCULATION/BOOKS:** Books are checked out for two weeks and may be renewed one time. Reference Books and Periodicals must be used in the library. If you need articles to take with you, make use of the copying machines.
 - (4) **RESERVE MATERIALS:** Reserve materials are shelved at the

circulation desk under each instructor's name. These books must be used in the library.

- (5) **OVERDUES:** Fines for regular books accrue at the rate of 10 cents each school day. It is the responsibility of the borrower to return materials promptly. If the student owes an overdue fine, it must be paid before checking out another book.
 - (6) **LOST BOOKS:** Lost books are the responsibility of the student who checks out the book.
 - (7) **CLEARANCE:** Students must return all books and pay fines before the end of each semester.
 - (8) **CONDUCT:** In a college Library/Learning Lab, students are expected to be able to work quietly and independently without constant supervision. Socializing and visiting will not be permitted. All rules of the college are in effect in the library and learning lab. No study halls will be held in the LRC.
 - (9) **CLASSES:** Instructors wanting to bring their classes to the library or lab will need to check with the appropriate staff member about adequate materials and seating space.
- **LOST AND FOUND:** A lost or found article should be reported to the Office of Student Affairs.
- **MAIL:** Mail service is provided by the college post office located in Crosby Hall. A post office box may be rented by the year. Your return address should be: Your name (John/Jane Doe), 101 Highway 11 North, your box number, Poplarville, MS 39470. Post Office hours: 7:00-9:00 a.m., 2:00-4:00 p.m., Monday through Friday. Outgoing mail is picked up at 4:00 p.m. Monday through Friday. Mail is put up on Saturday; but the Post Office is not open Saturday or Sunday.
- **MAINTENANCE:** Should the plumbing, electrical or other fixtures in a student's room need repair, it should be reported to the Head Resident of the Dormitory.
- **ORIENTATION:** New students entering Pearl River Community College are required to participate in orientation programs. Students are given an overview of the educational opportunities and services available to them at PRCC. Additional information regarding orientation may be received by calling or writing to the Office of Student Life (telephone 601-403-1197).

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WELCOME

WE WOULD LIKE TO WELCOME YOU TO PEARL River Community College. The upcoming academic year has many activities and educational goals set in place for you. We here at the campus police department encourage you to be involved with the many opportunities that PRCC offers. During your educational and recreational time here at PRCC, we want to provide you with a safe and friendly environment. The campus police is a state certified police department, staffed with state certified police officers who are vested with full law enforcement and arrest powers. This is in place to provide you with a safe environment, which fosters education, protection, and service. We are committed to the prevention of crime and the protection of life and property, which we hope will make for a better college experience for you.

CAMPUS POLICE

THE PEARL RIVER COMMUNITY COLLEGE campus is patrolled by certified police officers who have complete police powers to handle all incidents that occur on college property. All federal and state laws, as well as school violations will be handled by campus police.

DOUG ROWELL

Director of Public Safety
Chief of Police — Poplarville

DAWN BROUSSARD

Chief of Police — Hattiesburg

13 FULL TIME OFFICERS
8 PART TIME OFFICERS

IMPORTANT

TELEPHONE NUMBERS

IN CASE OF AN EMERGENCY



POPLARVILLE CAMPUS

- **Campus Police** 601-403-1300
- **Police Dept. Desk Sergeant** 601-403-1383
- **Poplarville Police Dept.** 601-795-2241
- **Poplarville Fire Dept.** 601-795-2241
- **Ambulance** 601-264-5211
- **Center for Disease Control** 404-639-3311
- **College Nurse** 601-403-1303

HATTIESBURG CAMPUS

- **Campus Police** 601-554-5513
- **Forrest County Sheriff's Dept.,
Fire Dept.** 601-544-7800
- **Hattiesburg Police Dept.** 601-544-7900
- **Mississippi Power Co.** 800-487-3275
- **Ambulance** 601-264-5211
- **Mississippi Highway Patrol** 601-582-3529
- **Poison Control Center** 601-288-2199
- **Forrest County Emergency
Management** ... 601-544-5911, 601-545-4910

SANCTIONS RELATED TO VIOLATIONS OF CODE OF STUDENT CONDUCT

THE ENFORCEMENT OF THE STATED CODE OF STUDENT CONDUCT, as stated in *The Cat Country Guide* will adhere to due process at all times.

However, listed are minimum disciplinary sanctions for the violation of certain code of student conduct rules at Pearl River Community College:

- Pearl River Community College reserves the right to discipline any student who in the judgement of the PRCC administration violates the Code of Student Conduct.
- Student Due Process will be afforded to all students of Pearl River Community College. All students are expected to adhere to all rules and regulations as stated in the Student Handbook.
- All rules related to student conduct will be strictly enforced by the college and sanctions may range from disciplinary probation to dismissal from college (due process procedures will be adhered to at all times).

VIOLATION AND RECOMMENDED DISCIPLINARY SANCTIONS

CAMPUS POLICE FINES

VIOLATION	1ST OFFENSE	2ND OFFENSE
Possession of Alcohol.....	\$150 Fine	Double Fine / Review By DPS
Disorderly Conduct.....	\$100 Fine	Double Fine / Review By DPS
Public Intoxication.....	\$100 Fine	Double Fine / Review By DPS
Littering.....	\$100 Fine	Double Fine / Review By DPS
Unauthorized Changing Of Dorm Room.....	\$100 Fine	Double Fine / Review By DPS
Unauthorized Same Gender Visitation In Dorm Room.....	\$100 Fine	Double Fine / Review By DPS
Opposite Gender Visitation In Dorm Room.....	\$150 Fine	Double Fine / Review By DPS
Vandalism.....	\$100 Fine PLUS REPAIR COST	Double Fine / Review By DPS
Malicious Mischief.....	\$100 Fine PLUS REPAIR COST	Double Fine / Review By DPS
Failure to Present I.D.....	\$50 fine	Double Fine / Review By DPS
Disruptive Behavior (INCLUDES FIGHTING).....	\$100 fine	Double Fine / Review By DPS
Profanity (INCLUDES MUSIC IN DORMS AND VEHICLES).....	\$50 fine	Double Fine / Review By DPS
Campus Curfew Violation.....	\$50 fine	Double Fine / Review By DPS
Dress Code (INCLUDES PANTS BELOW WAISTLINE).....	\$50 fine	Double Fine / Review By DPS
Smoking in Prohibited Areas.....	\$25 fine	Double Fine / Review By DPS
Possession Of Controlled Substance.....	\$150 fine	Double Fine / Review By DPS
Parking in Prohibited Zones.....	\$10-\$50 fine	

EMERGENCY PLANS

■ THE FOLLOWING EMERGENCY PLANS ARE IN PLACE FOR your safety. Please read and follow the instructions in the event of an emergency.

POLICY:

■ Pearl River Community College is concerned about the safety of all students, faculty, and staff. In order to enhance this concern, an emergency plan has been developed.

CAMPUS LOCK DOWN PROCEDURES

What to do in the event of a Campus Lock Down

NOTIFYING CAMPUS POLICE

■ The individual making the discovery shall immediately contact Campus Police and provide as much information as possible. Do not approach the intruder or intervene in a dangerous situation. Contact Campus Police.

WHAT TO REPORT:

- Your specific location-building name and office/room number
- Number of people at your location
- Number injured and types of injuries
- Assailant(s)-location, number of suspects, race/gender, clothing, physical features, type of weapon(s), identity if known

ACTION STEPS

If the intruder is outside your building

- Proceed to a room that can be locked or barricaded.
- Lock all doors and windows, turn out lights and stay away from windows.
- Dial Campus Police or 911 and advise of what is taking place and your location.
- Remain on line to give any other needed information.
- Remain in the room until the police or administrator give the "ALL CLEAR" code. Be sure that the "ALL CLEAR" code is given.

If the intruder is inside the building with you

- If the door can be locked, lock it and stay away from the door.
- If the door cannot be locked consider barricading the door or determine if you can safely get to a room that can be locked.
- Dial Campus Police or 911 and advise of what is taking place and your location. Remain on the line to give any other needed information.
- Remain in the room until the police or administrator give the "ALL CLEAR" code. Be sure that the "ALL CLEAR" code is given.

If the intruder enters your office or classroom

- Dial Campus Police or 911 on your office phone or cell phone.
- If possible to talk, give intruder's location and description.
- If it is not safe to speak, just leave the line open.
- If possible, attempt to negotiate with the intruder.
- Attempting to overpower the intruder should be the last resort after all options have been exhausted.
- If the intruder leaves the area, lock and barricade the door.

What you should expect from the responding law enforcement to a hostile intruder

- Police are trained to proceed as quickly as possible to the sound of gunfire.
- The purpose is to stop the intruder.
- Officers may be in a variety of uniforms from plain clothes to SWAT uniforms and may be in possession of a variety of weapons.
- Do as officers direct and keep your hands visible at all times.
- If possible, tell the officers where the intruder was last seen and a description. Be aware that the first responding officers will not stop to assist the injured. Others will follow to treat the injured. First responders are trained to proceed as quickly as possible to the location of the intruder and stop them.

DISTURBANCE, DEMONSTRATION, CRIMINAL BEHAVIOR

DEMONSTRATION

- Do not overreact. Most will be peaceful.
- Notify Campus Police 403-1300
- Carry on normal activities if possible.
- Evacuate if necessary.

GUNFIRE

- Take cover or evacuate.
- Stay calm and make the right decision.
- Notify Campus Police if possible.
- Campus Police – 403-1300 or 911

HOSTAGE

- Do not attempt to fight back.
- Make mental notes of captor's characteristics and sights and sounds if you are taken from campus.
- Campus Police will involve other law enforcement agencies as necessary.

EXPLOSION, CHEMICAL LEAK, EVACUATION

EXPLOSION OR CHEMICAL LEAK

- Evacuate building – sound fire alarm
- Notify Campus Police – 403-1300
- Assist the physically challenged to evacuate.
- Notify department faculty for assistance with chemical leaks.
- Do not re-enter building until "All Clear" is given.

CAMPUS-WIDE EVACUATION

- May be ordered by off-campus authority or Campus Police.
- Commuters and non-emergency staff shall use personal vehicles to leave campus.
- Resident students should get directions to evacuation site before leaving campus.
- No Vehicle? Hitch a ride.
- No Ride? Begin walking off campus by the most direct route.
- Campus Police will dispatch personnel to selected evacuation site for control and communication.
- Administrative Personnel will arrange feeding and housing or further evacuation based on the situation if long-term.
- Campus Police will maintain on-campus security as long as personal safety allows.
- "All Clear" will be announced by Campus Police.

MEDICAL EMERGENCY

MEDICAL EMERGENCY HELP

- CAMPUS POLICE 403-1300
- DIAL 911.
- Do not overreact.
- Most situations can be handled by PRCC's staff, but do not hesitate to call an ambulance if the condition merits.
- Laboratory and Shop Emergencies — Utilize procedures established by the responsible department.

TORNADO WARNING

■ PRCC HAS A SEVERE WEATHER WARNING SYSTEM WHICH will be activated in the event of a tornado. The PRCC weather alert system will be activated by Pearl River County Dispatch or EOC. When a tornado is confirmed, the alarm system (sirens) will be activated for approximately 3 minutes only. It does not continue through the entire tornado warning. Faculty and staff will be notified when a severe thunderstorm warning exists by means of mass notification system from Campus Police.

IF A TORNADO IS SIGHTED

- Move to a designated place of safety.
- DO NOT leave this area until the "all clear" is given by campus police. This information will be relayed through the mass notification system or campus police.

- Listed below are steps to be taken in the event of a tornado.
 - (1) **DO NOT PANIC:** Move quickly to a place of safety. Notify others along the way.
 - (2) **FACULTY:** Do not dismiss class. Lead your students to the designated safe area in the building.

RESIDENCE HALLS SAFE AREAS

- **MARION HALL** — First floor vending and laundry area.
- **MEN'S SUITES** — First floor hallway away from windows.
- **NEW MEN'S HONOR SUITES** — First floor hallway away from windows.
- **HUFF HALL** — First floor hallway away from windows. First floor vending and laundry areas.
- **PEARL RIVER HALL** — First floor hallway away from windows.
- **RIVER VILLAGE** — Hallways on bottom floor, both front and back buildings.

EARTHQUAKE

INDOORS DURING A EARTHQUAKE.

- Seek refuge in a doorway or under a desk or table.

OUTDOORS DURING A EARTHQUAKE

- Move away from buildings and utility poles.
- Avoid downed utility lines.

WHEN SHAKING STOPS

- Evacuate buildings and do not re-enter due to danger of aftershock.
- Assist physically challenged and injured.
- Stay away from buildings.
- Do not block streets as a pedestrian or with your car.
- Streets must remain open for emergency vehicles.

FIRE

- Activate Fire Alarm. (Alarm sounds only in each building.)
- Fire Department, Campus Police and must be called.
 - Campus Police 403-1300
 - Dial 911
- Major Fire that does not appear controllable – Evacuate.
 - Do Not Use Elevators.
 - Assist with the physically challenged.
 - Close but DO NOT LOCK doors.
 - Do not return to building until cleared by Campus Police or Fire Department.

BOMB THREAT

What to do in the event of a Bomb Threat/Suspicious Object

SUSPICIOUS OBJECT

- Do not touch
- Clear immediate area
- Call Campus Police 403-1300
- Dial 911

BOMB THREAT

- Remain Calm
- Keep Caller on Phone
- Ask the caller:
 - When is the bomb to explode?
 - Where is the bomb located?
 - What kind of a bomb?
 - What does it look like?
 - OBSERVE:** Age and sex of caller; speech pattern, accent, background noise.

- Campus Police may order evacuation. Evacuation alarm is by use of fire alarm or P.A. system. ASSIST THE PHYSICALLY CHALLENGED. ELEVATORS MAY BE USED.
- Campus Police will conduct search and will announce "All Clear". Do not return to building until "All Clear" is given.

FEDERAL CRIME AWARENESS STATISTICS

OFFENSES REPORTED	2007-2008	2008-2009	2009-2010
HOMICIDE	0	0	0
RAPE	0	0	0
ROBBERY	0	0	0
AGGRAVATED ASSAULT	0	0	0
BURGLARY	11	13	6
LARCENY/THEFT	8	9	8
MOTOR VEHICLE THEFT	0	1	1
TOTAL	19	23	15

ARRESTS	2007-2008	2008-2009	2009-2010
LIQUOR LAW VIOLATIONS	9	7	11
DRUG ABUSE VIOLATIONS	9	6	8
WEAPON POSSESSIONS	1	2	0
TOTAL	19	15	19

FERPA

STUDENTS' RECORDS FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT OF 1974

POLICY:

- PEARL RIVER COLLEGE IS IN COMPLIANCE WITH PROVISIONS granted under the Family Educational Rights and Privacy Act of 1974.

PROCEDURE:

- Under this law, students enrolled in any educational institution receiving Federal funds are given certain rights concerning their college records.
- The policy of PRCC provides for:
 - (1) Informing students of their rights.
 - (2) Permitting students to inspect and review their educational records.
 - (3) Not disclosing personally identifiable information from the educational records of a student without the prior written consent of the student, except as otherwise permitted by law.
 - (4) Maintaining the records of disclosures of personally identifiable information from the college records of a student and permitting the student to inspect that record.
 - (5) Providing the student with an opportunity to seek the correction of their record if and when their record may be in question.
- Persons seeking information about student records will be directed to the Director of Admissions Office, Business Office, or Financial Aid Office where they will be informed of the college's policy regarding student records. Family Educational Rights and Privacy Act (FERPA) waiver forms are available in the office of Dean of Student Services.

NON-DISCRIMINATION

- PEARL RIVER COMMUNITY COLLEGE OFFERS EQUAL EDUCATION and employment opportunities. The College does 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,
P.O. Box 5118, Poplarville, MS 39470
Telephone: 601-403-1060

MOTOR VEHICLES ON CAMPUS

PRCC POLICE DEPARTMENT

- THE POLICE DEPARTMENT OPEN 24 HOURS EVERY DAY OF the entire year. Telephone: 601-403-1300.

TRAFFIC RULES

MISSION STATEMENT

- THE MISSION OF THE PEARL RIVER COMMUNITY COLLEGE Campus Police Department is to enhance the quality of life on campus by enforcing the laws of the state of Mississippi and Pearl River County, enforcing the rules and regulations of Pearl River Community College, preserve the peace, and provide for a safe environment. We are committed to providing a community oriented policing practice in conjunction with providing respect and fairness to everyone.

TRAFFIC RULES AND REGULATIONS

- THE UNDERSTANDING OF THE FOLLOWING REGULATIONS is vital for the safety of the faculty, students and visitors. Violations of these will result in expenses and inconveniences to the violator. Violations can be charged through the college and/or the state of Mississippi by way of the Pearl River County Justice Court.

I GENERAL

- (A) Pearl River Community College assumes no responsibility for the care and/or protection of any vehicle or its contents at anytime it is operated or parked on campus.
- (B) For the purpose of these regulations, the term "vehicle" includes all automobiles, trucks, motorcycles, bicycles, golf carts, and any other vehicles operated on land.
- (C) For the purpose of these regulations, the term "visitor" includes all classes, staff, faculty, vendor, or any other person who does not use college facilities on a regular basis.
- (D) Penalties and fines are subject to change on an annual basis.
- (E) All faculty, staff, and students, full or part-time, operating a vehicle on campus must familiarize themselves with the traffic rules and regulations of the college. Lack of knowledge of the provisions of these rules and regulations will not be accepted as a defense for violations.

II VEHICLE REGISTRATION

- (A) Each faculty, staff, and student, full or part-time, who operates a vehicle on campus, regularly or occasionally, is required to register the vehicle with the college and obtain a decal to be placed on said vehicle.
- (B) Any faculty, staff, or student temporarily using another vehicle must register said vehicle where he/she will receive a temporary decal. Temporary permits are available through the campus police department at the cost of \$2.00 for students and must be applied for prior to parking on campus. These permits are valid for five days and are renewable for an additional cost.

- (C) Every person operating a vehicle on campus will be required to have proof of liability insurance coverage, or the vehicle cannot be registered.
- (D) Every person who registers a vehicle on campus must provide true and correct information on the vehicle registration card, including **PHYSICAL ADDRESS**. Failure to do so will result in fines and/or loss of parking privilege.
- (E) New license plate information obtained on a vehicle already registered shall be reported and updated on the vehicle registration card within 48 hours.
- (F) No faculty or staff shall register a vehicle as a faculty or staff vehicle for any student full or part-time.
- (G) No person who has registered a vehicle and received a decal shall affix or permit someone else to affix said decal to any other vehicle other than the one the decal was issued for.
- (H) The person in whose name the vehicle is registered with the campus shall be held responsible for all parking violations received by that vehicle.
- (I) A student's decal is not valid until it is permanently and properly affixed to the vehicle's windshield (lower right-hand corner — passenger side — of the windshield), and is in plain view without obstruction.
- (J) No vehicle shall display more than one campus decal at any given time.
- (K) Lost or stolen decals should be reported within 48 hours.

- (O) No operator of any vehicle will permit anyone to ride on or in any vehicle other than it's designed passenger abilities.
- (P) All operators of all vehicles on campus are expected to adhere to all state motor vehicle laws along with campus rules and regulations not listed herein.
- (Q) If a vehicle receives 3 outstanding parking and/or traffic citations, the driver will be notified and must pay the business office to clear the citations. If the balance of fines is not paid within 3 days of notification the vehicle will be towed at the drivers expense.
- (R) Students are only permitted to park in parking spaces outlined with white lines. Blue lines are for handicapped, yellow lines are reserved.

GENERAL REGULATIONS, PENALTIES ON PARKING & DRIVING

- (A) The responsibility for finding a legal parking place rests with the operator of the vehicle. Lack of space or unfamiliarity with the parking areas is not considered a valid excuse for any parking violation.
- (B) All parking and traffic violations are subject to enforcement and citations 24 hours a day, 7 days a week.
- (C) All state laws governing the use of a motor vehicle will apply on campus.
- (D) Pedestrians in crosswalks and otherwise will be given the right-of-way at all times.
- (E) Unnecessary noise from vehicles such as horns, mufflers, loud music, or any other noisemaking device is prohibited at all times.
- (F) All accidents involving moving or parked vehicles that occur on campus shall be reported immediately to Campus Police.
- (G) Any area that has been closed off by the use of barricades or other traffic control devices either placed or authorized by Campus Police shall not be entered by any vehicle unless authorized to do so.
- (H) Motorcycles are to be parked in a regular parking space.
- (I) Operating any vehicle or motorcycle during the hours of darkness without proper headlights, or taillights is forbidden.
- (J) Operators of any vehicle are required to have in their possession a valid driver's license.
- (K) All drivers must have a valid license plate (tag) properly placed in plain view and lighted during hours of darkness.
- (L) Operators of vehicles must come to a complete stop at all stop signs.
- (M) Operators of vehicles may not stop or park as to block handicapped spaces, dumpsters, or obstruct the flow of traffic.
- (N) No operator of any vehicle may operate a vehicle under the influence of alcohol or drugs.

STUDENT CONDUCT

■ INSTEAD OF DETAILED REGULATIONS DESIGNED TO COVER matters of student conduct, all students enrolled at PRCC will be expected to conform to ordinary rules of polite society; to be truthful; to respect the rights of others; to have regard for the preservation of state and college property, as well as the property of others; and to conform to all other stated rules and regulations of this institution. Some acts or misconduct which are unacceptable and subject the student to disciplinary action include:

- (1) The possession, sale, consumption, manufacture, distribution, or creation of a controlled substance (illegal drugs) as stated in Section 41-29-139 of the Mississippi Statute is unlawful on campus or at any activity or social event sponsored by an organization of the college. A controlled substance was defined in Schedules I and II of Section 41-29-113 and 41-29-115 and in Schedules III and IV of Section 41-29-117 and 41-29-117 and 41-29-119 of the Mississippi Statute includes, but is not limited to narcotics, LSD, marijuana, cocaine, barbituates, or pep pills.
- (2) Possession of paraphernalia as defined in Section 41-29-105(v) and 41-29-139(d) on campus or at any activity or social event sponsored by an organization of the college.
- (3) Under the influence: Possession, consumption, or indication by and of the senses or otherwise evidence of being under the influence of any intoxicating beverage on campus or at any activity or social event sponsored by an organization of the college.
- (4) **CHEATING:** Cheating on tests, exams, term papers, etc., or stealing.
- (5) **VANDALISM:** Destroying, damaging, or defacing of college, state, federal, public or private property.
- (6) **FIREARMS:** Possession of or keeping firearms, explosives, or fireworks on campus as defined in Section 37-11-18 and 97-37-17 of the Mississippi Code.
- (7) **TRAFFIC VIOLATIONS:** A repeat of a traffic violation or failure to register a motor vehicle. All motor vehicles must be equipped with a muffler sufficient to prevent disturbing noises. Special attachments for noise will not be permitted.
- (8) **FINANCIAL IRREGULARITIES:** Giving bad checks, failing to pay bills, or deferring tuition.
- (9) **RIOTOUS CONDUCT:** Students that are involved in a disorderly crowd or mob that prevents the normal activities of the college will be dismissed.
- (10) **IDENTIFICATION:** Failure or refusal to present I.D. Card upon request to any official of the college at any time.
- (11) **PROFANITY:** Use of profane or obscene language (this includes the playing of music on campus of this type).
- (12) **HAZING:** Hazing in any form. This includes cutting of hair.
- (13) **GAMBLING:** Any form of gambling.

- (14) **APPEARANCE:** Poor standards of dress and appearance which may be detrimental to the educational process of this institution.
- (15) **LIBRARY VIOLATIONS:** Any student found guilty of taking a library book, reserve or otherwise, without proper authority shall be subject to dismissal.
- (16) **STATE AND FEDERAL LAWS:** Any conduct which constitutes a violation of state or federal laws is also a violation of college policies.
- (17) Public display of affection is not considered appropriate in the resident halls, on campus, or at any activity of the college.
- (18) Indecent exposure is prohibited on campus.
- (19) Radios and tape players must not cause disturbance on campus and can't be played in the Student Center or on college buses.
- (20) **CHILDREN:** Students are not allowed to bring children on campus (including college housing and classrooms).
- (21) Card playing is not allowed in the Crosby Hall.
- (22) Smoking or use of any tobacco products is not allowed in the Crosby Hall or resident halls, as well as other designated buildings on campus.
- (23) **LOITERING:** Students are not allowed to loiter around buildings, block walkways on campus or block entrances to buildings.
- (24) **SITTING IN VEHICLES:** Students are not allowed to sit in parked vehicles on campus for an extended period of time, especially at night.
- (25) **GANG SYMBOLS:** Students are not allowed to wear or display any gang symbols, the act or speech showing gang affiliation, and/or any conduct which may further gang activity. Any dress or behavior which is not considered appropriate will not be tolerated.
- (26) Beepers, cellular telephones, etc., may not be used which disrupt any class or activity on campus.
- (27) Any possession and/or use of synthetic marijuana (Mojo) is strictly prohibited and violators will be prosecuted to the fullest extent of the law.

DRESS CODE

POLICY:

- PEARL RIVER HAS A DRESS CODE FOR STUDENTS.

PROCEDURE:

- (1) Students are required to dress properly for the noon meal on Sunday.
- (2) Students will not be allowed to wear short cut-offs, cropped tops, halter tops, "see-through" blouses, or short shorts.
- (3) Tank tops may be worn after 3 p.m. except in the cafeteria. This includes tank tops, not undershirts or tank tops that have been modified in outward appearance. Tank tops which have been cut or ripped up the side are unacceptable.
- (4) Shoes or sandals must be worn at all times.
- (5) The wearing of any type of clothing in an improper or disruptive manner will not be allowed (indecent exposure, pants below the waistline, short shorts, cropped tops, no sexually explicit attire, etc.).
- (6) Wearing or displaying any gang symbols is prohibited.
- (7) Any dress determined to be inappropriate is not tolerated.

STUDENT I.D.

- ALL STUDENTS MUST WEAR THEIR I.D. INSIDE THE LANYARD provided. The ID must be visible, and must be worn around the neck on the outside of the clothes. It must be visible at all times. The only times the Lanyard is not worn visible is when the student is participating in a sporting event or is in a uniform such as band.

The penalty for not having the ID visible is:

- First Offense** \$25.00
- Second Offense** \$50.00
- Third Offense** Meet with DPS for Disciplinary Action

TOBACCO USE

POLICY:

- PEARL RIVER COMMUNITY COLLEGE WILL HAVE SPECIFIC standards and guidelines for the use of tobacco products on campus.

PROCEDURE:

- It is an accepted fact of medical science that tobacco use in any form is harmful to health. Recognizing these hazards and wishing to create a healthful behavior on the part of students and all members of the community.
 - (1) Indoor smoking will be limited to designated smoking areas.
 - (2) Tobacco products will not be sold on campus or advertised in any campus publication.
 - (3) The college will annually provide smoking withdrawal assistance programs and will provide on an ongoing basis educational programming and information on the hazards of tobacco use.
- Standards and guidelines for implementation of the policy are as follows:
 - (1) Smoking in private offices of faculty and staff will be determined by each academic and administrative department. It is recommended that faculty and staff should refrain from smoking in his or her office.
 - (2) It shall be the responsibility of the administrator to assign a given area to designate a "smoking permitted" space if needed. Each department may designate a "smoking permitted" area if requested to do so by smokers. The following factors will be considered in determining the location of a "smoking permitted" area:
 - (A) Ratio of smokers to non-smokers.
 - (B) Ventilation.
 - (C) Traffic flow.
 - (D) Compliance with governmental regulations and laws.
 - (3) Areas which may not be considered as "smoking permitted" are:
 - (A) Reception rooms, waiting rooms, or restrooms.
 - (B) Hallways.
 - (C) Working areas which include any non-smokers.
 - (D) College vehicles (including buses and van pools when any non-smokers are present).
 - (E) Classrooms, auditoriums, theaters, etc.
 - (F) Any other area where smoking is prohibited by law. Exceptions to the areas which may not be designated "smoking permitted" shall be made only by the president of the college upon petition of the senior administrator in charge of the area in question.
 - (4) Enforcement of this policy will be administered under procedures as listed in the Pearl River Community College Student Handbook and the Faculty Handbook.

SOLICITATION / VENDORS

POLICY:

- PEARL RIVER COMMUNITY COLLEGE HAS RESTRICTIONS AND regulations regarding any and all commercial activities on college property.

PROCEDURE:

- All agents, solicitors, vendors, or salesmen are restricted from conducting business in any form without written permission from the Dean of Student Services Office. Any such persons can contact the Student Services Office for any needed information in regards to the college's solicitation policy. In addition, the name of Pearl River Community College shall not be used for any commercial or promotional purposes without approval of the president of this institution and no person shall be allowed to interview students on the PRCC campus except with the approval of the Office of Student Services.

VIOLENCE PREVENTION

POLICY:

■ PEARL RIVER COMMUNITY COLLEGE IS COMMITTED to providing a learning and working environment that is free from violence or threat of violence. Any act of violence or threatening behavior, including verbal statements, is unacceptable and will not be tolerated. The College will promote working and learning conditions intended to eliminate the potential for incidents of violence to occur within its operation or facilities.

PROCEDURE:

■ Pearl River Community College will treat all reports of threatening behavior or violence seriously and will fully investigate them. All students and or employees of Pearl River Community College should report incidents to the PRCC Police Department and/or Dean of Student Services. The Office of Student Services will investigate all reports and will initiate an appropriate response, which may include but is not limited to immediate removal from PRCC property, suspension, expulsion, and/or referral for criminal prosecution. All students are required to cooperate in any investigations the College conducts in response to reports of acts of violence or threatening behavior.

CRISIS INTERVENTION

POLICY:

■ PEARL RIVER COMMUNITY COLLEGE WILL PROVIDE A CRISIS intervention program.

PROCEDURE:

■ Professional Standard

- (1) If, at any time, a person makes statements indicating to you his/her intention to harm himself/herself OR others, you are obligated under ethical standards to notify someone experienced in crisis intervention.

■ Intervention

- (2) In the event of a crisis, one or more of the following personnel on the Poplarville campus should be notified: Campus Police, the Director of Public Safety, the academic counselors, the career-technical counselors, the campus nurse, or the Dean of Student Affairs. Personnel to be notified at the Forrest County Center include the career-technical counselors or the Dean of the Center.
- (3) DO NOT ALLOW THIS PERSON OR STUDENT TO LEAVE YOUR PRESENCE until a treatment source has been located for the student. If the student has inflicted harm to himself/herself, the campus nurse should also be notified. If you are unable to reach any of the personnel listed above or if the person refuses to stay with you, on the Poplarville campus contact the Campus Police immediately.

■ Confidentiality

- (4) Make every possible effort to preserve the person's confidentiality both during the episode and afterwards. For example, do not release information of any type to teachers or administrators not directly involved in the crisis situation (excluding the Dean of Student Services) without a signed release of information form from the person.

■ Debriefing Session

- (5) All personnel involved in the incident should meet to discuss the management of the student, how the process could be improved, and their own feelings and reactions.

■ Re-Instatement Policy

- (6) Prior to returning to school, a meeting should be held among school personnel, parent(s) (if applicable), and the student to discuss the transition back into school.

PROCEDURES FOR CRISIS INTERVENTION

■ It is recommended that these steps be followed in crisis situations:

- (1) If the student displays or states homicidal or suicidal behaviors, notify one or more of the following personnel on the Poplarville campus: Campus Police, the Director of Public Safety, the academic counselors, the career-technical counselors, the campus nurse, or the Dean of Student Services.
- (2) Once assistance has arrived, remain on the scene to provide any additional information or support until it is deemed appropriate for you to leave.

■ The appropriate personnel will begin to assess the situation and then do the following:

- (1) Provide intervention and stress problem solving to try and de-escalate the student and situation.
- (2) If person is a minor (under age 21), make an initial effort to notify parents or relatives and involve them in situation.
- (3) Attempt to obtain a written release of information from the student to enable a counselor to release name and details to relevant people who are or need to be involved in this situation.
- (4) If the situation is unmanageable, contact security and refer the student to an appropriate treatment facility. Attempt to contact parent(s) or relative(s).
- (5) Complete the Critical Incident Report and return it to the Dean of Student Services, and when appropriate, the Campus nurse.
- (6) Appropriate personnel should make a follow-up call regarding the student's condition.
- (7) Inform the appropriate administrators of the situation and the steps taken to resolve the situation as soon after the incident as possible.

PERSONAL DISTRESS

POLICY:

■ PEARL RIVER COMMUNITY COLLEGE RECOGNIZES THAT certain behaviors are signs of personal distress. These may include but are not limited to references or attempts to commit suicide, eating disorders, and substance abuse. The College is committed to helping students experiencing personal distress by providing support and/or referral through the use of appropriate resources.

PROCEDURE:

■ Any student who demonstrates such behaviors while enrolled at Pearl River Community College will be required to meet with a member of the Student Services staff and may be required to immediately undergo a psychological or medical assessment and evaluation by qualified personnel. The diagnosis and results of the evaluation(s) will be considered by the Dean of Student Services or his/her designee in determining if, or under what conditions, the student may continue at Pearl River Community College. If it is determined that the student poses a threat to him/herself, he/she may be suspended from the College. The basis for this decision will be out of concern for the safety and welfare of the individual student, as determined in the sole discretion of the Dean of Student Services or his/her designee. As a result, the College may require that the student actively engage in counseling and/or other treatment programs as a condition of enrollment. In such cases, College personnel would request to have access to the treatment providers to understand the student's condition and to determine if progress is being made.

CURFEW

- All commuters and visitors must leave campus at 11:00 PM
- Dorm students are not allowed to be loitering on campus after 11:00 PM
- Dorm students must return to their dorm no later 1:00 AM
- If you work and can not return by 1:00 AM contact Campus Police before returning to make arrangements.

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:
 - (1) Unwelcome sexual advances
 - (2) Requests for sexual favors, and other verbal or physical conduct of a sexual nature such that:
 - (A) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
 - (B) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
 - (C) 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:
 - (1) **EMPLOYEE:** Any person employed by PRCC 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.
 - (2) **STUDENT:** Any person enrolled full-time or part-time in any instructional program offered by PRCC.

SUBSTANCE ABUSE POLICY

POLICY:

■ PEARL RIVER COMMUNITY COLLEGE PROHIBITS THE UNLAWFUL possession, use, or distribution of illicit drugs and alcohol on college property or as any part of its activities.

PROCEDURE:

- The college will inform all students and employees regarding illicit drug and alcohol abuse and use including:
 - (1) The policies of Pearl River CC related to the unlawful possession, use or distribution of illicit drugs and alcohol.
 - (2) The penalties that may be imposed upon students or employees for drug and alcohol violations.
 - (3) The health dangers related to drug and alcohol use.
 - (4) The availability of drug and alcohol counseling and referral programs. PRCC will provide updated drug and alcohol information to all students and employees by published brochures and appropriate college publications.

SUBSTANCE TESTING FOR STUDENTS IN SELECTED PROGRAMS

POLICY:

■ PEARL RIVER COMMUNITY COLLEGE HAS A DRUG-TESTING program for all students in Barbering, Early Childhood Education Technology, Cosmetology, and Health Related programs. The College will adhere to the Drug-Free Workplace Act of 1988, as revised by the Drug Free Schools and Communities Act Amendment of 1989 (Public Law 101-226). The College will support the laws of the State of Mississippi as set forth in Sections 41-29-101 to 41-29-185, 61-1-37 to 61-1-81, 71-7-1 to 71-7-33, 81, 97-29-7 to 87-29-47, 142 of the Mississippi Code and abide by the Uniform Controlled Substances Law of the State of Mississippi. Under provisions of the Mississippi Code Nurse Practice Act, Chapter 15, Section 73-15-17, the state of Mississippi has the power to deny, revoke or suspend licensure to any person having been convicted of a drug related felony or misdemeanor.

PROCEDURE:

- All students enrolled in Barbering, Early Childhood Education, Cosmetology, and Health Related programs must sign the "Drug Screen Consent" form agreeing to be randomly tested for controlled substances. At some time during the school semester, a percentage of all students enrolled in these programs will be chosen at random to undergo substance testing. This will be determined by the Office of Student Services. Pearl River Community College will bear the expense of random testing. All students in the Associate Degree Nursing Program are required to submit to substance testing each semester. The student is responsible for the cost of this testing, and the cost will be assessed by the college. Any follow up testing requested by the student is at the student's expense under the supervision of the program director. Required substance testing of students in other programs is at the discretion of the program's director. In addition, any student enrolled in Barbering, Early Childhood Technology, Cosmetology, and Health-related programs at Pearl River Community College will be required to have a substance test performed immediately if at any time sensory or behavioral symptoms suggest the use of a substance. Confirmation of sensory or behavioral symptoms is determined by the student's instructor or other supervising professional and by the opinion of another professional. In those clinical facilities where substance testing is not available, the student will obtain a designated driver, leave the facility, and report to the Office of Student Services immediately. The student is responsible for all expenses associated with this testing and/or

treatment. If the substance screen is positive or if a student refuses to be tested for any reason, the student will obtain a designated driver and leave the facility. The student will be dismissed from the program and advised to seek rehabilitation. The student will be considered for re-admission following documented counseling and appropriate treatment by an accredited agency and the student must sign and be in compliance with the Pearl River Community College "Probation Agreement" form. Refer to individual program's policies for specifications. Pearl River Community College affords due process to all students in accordance with the law.

ATHLETIC DRUG TESTING

POLICY:

■ PEARL RIVER COMMUNITY COLLEGE WILL HAVE A MANDATORY drug testing program for all student athletes. For purposes of this policy, a student athlete is any student involved in athletic competition, including cheerleaders, athletic trainers, managers, and other support personnel.

OBJECTIVES:

- (1) To educate the student athlete in the dangers of drug and alcohol use and abuse.
- (2) To identify through periodic random testing those athletes who may be involved in drug and alcohol usage and the substances being used.
- (3) To recommend and provide permissible confidential treatment for those individuals with drug and drug related problems, including alcohol.
- (4) To remove any athletes from the college athletic programs who are unable or unwilling to become and remain drug and alcohol free.

PROCEDURES:

- The procedures and guidelines under which the program is operated are:
- (1) All athletes' parents or guardians will be requested to sign a consent form giving the Pearl River Community College Athletic Department permission to test the athlete.
 - (2) The Pearl River Community College Athletic Department will conduct a mandatory drug test paid for by the College prior to the first scheduled athletic event. Testing will be repeated throughout the year on an unannounced random basis. A positive result will require follow-up testing at a medical clinic. The athlete must pay for this test.
 - (3) The test may monitor for evidence of the following controlled substances and their derivatives: amphetamines, anabolic steroids, barbiturates, cocaine (as benzoyl-ecgonine), opiates, phencyclidine, and THC metabolite (marijuana).
 - (4) A drug education presentation will be made to educate all student athletes to the danger of drug and alcohol abuse.
 - (5) The results of the test will be made known to the athletic director and head coach.
 - (6) The head coach will have a confidential meeting with any athlete testing positive. PLEASE NOTE the following steps will be taken at this time.
 - (A) The parent of an athlete under the age of 21 will be notified in writing if the test is positive.

- (B) The athlete will be suspended from the team two weeks.
- (C) The athlete will be required to undergo follow-up testing and counseling on the dangers and side effects of drug use.
- (D) The follow-up testing will be borne by the athlete.
- (E) If there is evidence that the athlete continues to use drugs he/she will be dismissed from the team.
- (F) If said athlete plans to continue participation in athletics, he/she must agree to be tested for the duration of his/her enrollment at PRCC.

COMMUNICABLE DISEASES

POLICY:

■ **PURPOSE:** The purpose of this policy is to establish procedures to be followed when a college employee or student is afflicted or becomes afflicted with a communicable disease, including but not limited to AIDS, hepatitis, tuberculosis, and other such "diseases."

■ **GENERAL POLICIES:** The college is committed, insofar as is possible, to provide a working and educational environment free of health hazards to its employees and students. As long as medical evidence supports with reasonable medical certainty that a particular disease is not communicable by the casual contact normally found in the work place and/or classroom, the work-place and/or the classroom will not be considered to be hazardous as a result of the presence of an afflicted student or employee. The college will comply with all Federal and State Laws applicable to employees, students and job applicants with communicable diseases. The confidentiality of information regarding individuals afflicted with a communicable disease shall be respected. As long as an employee with a communicable disease is able to perform job duties satisfactorily and medical evidence indicates that his or her condition is not a threat to himself or herself or others, the employee is to be treated consistently with others in the workplace. Similarly, as long as a student with a communicable disease is able to pursue his or her education within the established academic standards and medical evidence indicates that his or her condition is not a threat to himself or herself or others, the student is to be treated consistently with other students. Discrimination against and/or harassment of the employee and/or student may result in disciplinary action. The college will make educational materials on communicable diseases available for students and employees.

PROCEDURE:

- Established procedures related to this policy are available in the Dean of Student Services Office.

FIREARMS & DEADLY WEAPONS

POLICY:

■ PEARL RIVER COMMUNITY COLLEGE PROHIBITS WEAPONS or any other device, including fireworks, that could used as a weapon are prohibited on campus as defined by State law and college policy.

PROCEDURE:

■ Any student found in violation of this policy by the Discipline Committee may be dismissed, expelled, or barred from the college, in addition to all other penalties and actions that may be available, provided the rights of due process are followed. The only exception to this policy exists where weapons, not meeting the definition of deadly weapons, may be used for educational purposes; this is to be done only with personal approval of the Dean of Student Services. Any student found in possession of paintball, pellet/BB guns or any other device, including fireworks, that could be used as a weapon is subject to immediate dismissal from the college.

SEARCH & INTERROGATION OF STUDENTS

POLICY:

■ PEARL RIVER COLLEGE RESERVES THE RIGHT TO SEARCH any dormitory room or vehicle or interrogate any person on campus subject to probable cause.

PROCEDURE:

■ Dormitory and Vehicles

- (1) Normal inspection of students' rooms for health, safety, and standards of maintenance will be made by college officials and can be made if necessary in the absence of the student.
- (2) College officials will not delegate to law enforcement officers its reasonable right to searches for purposes of maintaining order and discipline of the campus.
- (3) College officials will cooperate with law enforcement officers when a search warrant(s) are presented.
- (4) Whenever there is reasonable cause, the Dean of Student Services or a campus police officer will search rooms and vehicles. The student will be present when possible, however, in all cases a witness will be present.

INTERROGATION:

■ The rights of students regarding search and interrogation will be accordance with the U.S. Constitution. The Board of Trustees recognizes that the law must be upheld, and when circumstances require, school officials may search and question students, particularly in cases involving the welfare and safety of people, the protection of property, and the possible violation of law or college rules. Campus police may search and question students when in their judgment the welfare and safety of the college is in jeopardy. The Discipline Committee may request that individual students come before the committee for interrogation.

POLICY GOVERNING RESIDENT HALLS

REFER TO THE
PEARL RIVER COMMUNITY COLLEGE
RESIDENCE LIFE HANDBOOK

GUESTS OF STUDENTS

POLICY:

■ STUDENTS MAY HAVE VISITORS ON CAMPUS.

PROCEDURE:

■ The student is responsible for his or her guests' behavior at all times. Students may not invite guests to visit on weekends. The guests are governed by the same rules and regulations as the student host. Dormitory students will not be allowed to have overnight guests. All visitors must leave campus by 11 p.m.

STUDENTS' DUE PROCESS

POLICY:

■ Pearl River Community College affords due process to all students in accordance with the law.

PROCEDURE:

Due Process In Student Discipline

■ All Pearl River Community College students are expected to conform to the ordinary rules of society, the laws of the State of Mississippi, and the Code of Student Conduct. The college reserves the right to apply appropriate sanctions to any and all violations of these standards as necessary. While being

familiar with instructional regulations is the responsibility of the student, the college affords the following procedures in order to ensure that every students' rights are protected.

- (1) When an infraction is committed that requires disciplinary action, the student involved will receive notice that specific action has been taken.
- (2) Students have the right to appeal any disciplinary action taken against them within three college working days of the incident. Appeals may be submitted to the specific campus police department, the Vice President for Poplarville Campus and Hancock Center (Poplarville students), the Vice President for Forrest County Operations (FCC students), or the Director of Hancock Center (Waveland). Pearl River Community College online students who want to file an appeal should submit their appeal to the director of eLearning. Appeals of students in a general education class offered at a non-campus site should be submitted to the Vice President for General Education and Technology Services. Appeals of any career and technical students at a non-campus site should be submitted to the Vice President for Economic and Community Development.
- (3) Depending on the infraction, the appeal will be assigned to the appropriate division of the PRCC Judicial System.
- (4) The President of Pearl River Community College is charged with the responsibility of maintaining an environment that is conducive to learning. The President has delegated this responsibility of Students' Due Process to the Vice Presidents. The appropriate Vice President governs two levels of Students' Due Process hearing bodies. These levels include:
 - A. PRCC Campus Court:** This level of the PRCC Judicial System handles all traffic tickets and college fines that are not drug or violence related. The PRCC Campus Court is comprised of student members and is presided over by the designated Chief of Campus Police or his or her designee. If the Chief of Campus Police is directly involved with the disciplinary sanction, this appeal will be heard by the PRCC Appeals Court.
 - B. PRCC Appeals Court:** This level of the PRCC Judicial System handles all appeals that involve dismissal from school and/or campus housing or any case appealed from Campus Court. The PRCC Appeals Court is comprised of two members of the PRCC student body and two members of the PRCC faculty and staff and is presided over by the appropriate Campus Vice President or his or her designee. The decision of this court is final and will exhaust the Pearl River Community College Student Due Process Procedure.
- (5) The chair of the appropriate court will receive an appeal and will determine if a hearing is necessary.
- (6) If a hearing is deemed necessary, the student will receive a notice of a hearing date within five college working days of the appeal filing date.
- (7) The student will receive notice of the hearing finding within five college working days of the hearing date.

■ If a student has a documented disability on file, the designated ADA/Civil Rights Coordinator will support and assist you in the process with the above procedures when it is a reasonable request.

ROLL RIVER ROLL!