2023 – 2024 Faculty Handbook

If you have a disability that qualifies under the Americans with Disabilities Act and you require special assistance, accommodations or alternate format, you should contact the Office of Disability Services at *ADA@prcc.edu* or 601-403-1215.

Contents

Mission Statement

Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.

Strategic Goals

1. To prepare students to complete a degree or certificate program and to be competent in careers for which they have been prepared.
2. To provide quality student services.
3. To provide access to college courses and programs using various instructional methods, including online and dual enrollment/credit courses.
4. To employ qualified faculty and staff, compensate them well, and provide opportunities for their professional development.
5. To provide facilities, technology, and support staff in order to improve student learning, enhance faculty and staff performance, and augment community services.
6. To provide adequate communication among campus personnel and community members regarding the College goals, outcomes, and activities.
7. To recruit and retain students from a diverse population.
8. 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.

Americans with Disability Act Statement

Please use the statement below on all syllabi.

If you have a disability that qualifies under the Americans with Disabilities Act and you require special assistance, accommodations or alternate format, you should contact the Office of Disability Services at *ADA@prcc.edu* or 601-403-1215.

PRCC Directory: Whom to Contact

For Help Regarding:	Contact:
Recording Attendance	Admissions Office 601-403-1030 admissions@prcc.edu
Day Classes	Department Chair in Poplarville & Hattiesburg; Vice President for the Hancock Center for Waveland classes
Night Classes in Poplarville & Hancock	Department Chair in Poplarville; Vice President for the Hancock Center for Waveland classes
Night Classes at the Forrest County Center	Deans for Forrest County Center 601-554-5515
All classes at Hancock Center and Stennis Space Center	Hancock Center 228-467-2761 hancockcenter@prcc.edu
Graduation	Graduation Clerk 601-403-1189 graduation@prcc.edu
Dual Enrollment	Director of Dual Enrollment 601-403-1144 dualenrollment@prcc.edu
Institutional Effectiveness & Research	Director of Institutional Effectiveness & Research 601-403-1379
Financial Aid	Director of Financial Aid 601-403-1029 finaid@prcc.edu
Entering Grades in Wildcat Web	Office of Information Technology 601-403-1800 helpdesk@prcc.edu
On-Line Classes	Office of eLearning 601-403-1110 eLearning@prcc.edu
Payroll & Contracts	Gwen Hunt 601-403-1202 ghunt@prcc.edu
Human Resources & Benefits	Kelly Reid 601-403-1489 kareid@prcc.edu

2023 Fall Academic Calendar

On Campus – Fall 2023

7/31/2023	First Day of the Fall 2023 Semester (See Interactive Schedule for specific term start and end dates)
8/7/2023	Faculty Return
8/7-9/2023	Professional Development
8/10-11/2023	Registration at All Locations
8/14/2023	Full Term Day and Night Classes Begin
8/14/2023	Short-term 1 Classes Begin
8/16/2023	Last Day to Drop/Add First Short Term Classes
8/18/2023	Last Day to Drop/Add Full Term Classes
9/4/2023	Labor Day Holiday (Night Classes DO Meet)
9/28/2023	Short-term 1 Campus Classes Final
10/2/2023	Short-term 2 Campus Classes Begin
10/4/2023	Last Day to Drop/Add Second Short Term Classes
10/6/2023	Progress Grades Due
10/13/2023	Fall Break
10/30/2023	Registration for Spring 2024 Classes Begins
11/13-16/2023	Night Class Final Exams
11/16/2023	Last Day of T/R Classes
11/16/2023	Short-term 2 Campus Classes Final
11/20-24/2023	Thanksgiving Week
11/27/2023	Last Day of MW Class
11/28 - 12/1/2023	Day Class Final Exams
12/4/2023	Final Grades Due by 9am
12/8/2023	Christmas Holidays begin at 4pm
12/15/2023	All Grades Due for Fall 2023 Semester
12/15/2023	Last Day of the Fall 2023 Semester

Online – Fall 2023

Note Online faculty must refer to the eLearning Calendar sent by the Office of eLearning or the calendar posted in the eLearning Community in Canvas.

Online classes are utilizing a wide of variety of terms during the semester.   Please refer to the Interactive Schedule to determine specific dates.

2024 Spring Academic Calendar

On Campus – Spring 2024

1/2/2024	Faulty & Staff Return
1/2/2024	First Day of the Spring 2024 Semester (See Interactive Schedule for specific term start and end dates)
1/4-5/2024	Registration – All Locations
1/8/2024	Day and Night Classes Begin
1/8/2024	Short-term 1 Classes Begin
1/10/2024	Last Day to Drop/Add First Short Term Classes
1/12/2024	Last Day to Drop/Add Full-Term Classes
1/15/2024	ML King Day (Night Classes DO Meet)
2/12-13/2024	Mardi Gras (Night Classes DO Meet)
2/29/2024	Short-term 1 Campus Classes Final
3/4/2024	Short-term 2 Campus Classes Begin
3/6/2024	Last Day to Drop/Add Second Short Term Classes
3/8/2024	Progress Grades Due
3/11 -15/2024	Spring Break
3/29/2024	Good Friday
4/1/2024	Begin Summer 2024 & Fall 2024 Registration
4/15 -18, 2024	Night Class Final Exams
4/25/2024	Last Day of TR Classes
4/25/2024	Short-term 2 Campus Classes Final
4/29/2024	Last Day for MW Classes
4/30 - 5/3/2024	Day Class Final Exams
5/6/2024	Final Grades Due by 9am
5/10/2024	Graduation
5/17/2024	All Grades Due for Spring 2024 Semester
5/17/2024	Last Day of the Spring 2024 Semester

Online – Spring 2024

Note Online faculty must refer to the eLearning Calendar sent by the Office of eLearning or the calendar posted in the eLearning Community in Canvas.

Online classes are utilizing a wide of variety of terms during the semester.   Please refer to the Interactive Schedule to determine specific dates.

2024 Summer Academic Calendar

On Campus – Summer 2024

5/20/2024	First Day of the Summer 2024 Semester (See Interactive Schedule for specific term start and end dates)
5/24/2024	Last Day to Add/Drop a Summer Night Class that started 5/15
5/27/2024	Memorial Day Holiday (Night classes DO meet)
6/3/2024	First Term Day Classes Begin
6/3/2024	Last Day to Add/Drop First Term Classes
6/25/2024	First Term Day Class Finals
6/26/2024	Second Term Day Classes Begin
6/26/2024	Last Day to Add/Drop Second Term Classes
7/1 - 7/5/2024	Summer Break (Night classes DO meet)
7/25/2024	Second Term Day Class Finals
7/26/2024	Summer Grades Due by 9am
7/26/2024	Last Day of the Summer 2024 Semester

Online – Summer 2024

Note Online faculty must refer to the eLearning Calendar sent by the Office of eLearning or the calendar posted in the eLearning Community in Canvas.

Online classes are utilizing a wide of variety of terms during the semester.   Please refer to the Interactive Schedule to determine specific dates.

Fall 2023 Final Examination Schedule

Night Classes:

Monday: November 13	Tuesday: November 14	Wednesday: November 15	Thursday: November 16

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

Friday Only Classes: Friday, November 17th

Final Examination Schedule for End of Fall Semester

Date	Exam Times	Class Times
Tuesday, Nov 28	8:00 - 9:50	8:00 - 8:53 MWF
		8:00 - 9:18 MW
	10:00 - 11:50	12:15 - 1:33 TR
	1:00 - 2:50	10:00 - 10:53 MWF
		10:00 - 11:18 MW/10:50 - 12:08 MW
	3:00 - 4:50	1:00 - 1:53 MWF
		1:00 - 2:18 MW
Wednesday, Nov 29	8:00 - 9:50	9:00 - 9:53 MWF
		9:00 - 10:18 MW/ 9:25 - 10:43 MW
	10:00 - 11:50	11:00 - 11:53 MWF
		11:00 - 12:18 MW
	1:00 - 2:50	1:40 - 2:58 TR
	3:00 - 4:50	3:00 - 4:18 MW/3:05 - 4:23 MW
	5:00 - 6:50	4:30 - 5:48 MW
Thursday, Nov 30	8:00 - 9:50	8:00 - 9:18 TR
	10:00 - 11:50	12:00 - 12:53 MWF
		12:00 - 1:18 MW/12:15 - 1:33 MW
	1:00 - 2:50	9:25 - 10:43 TR
	3:00 - 4:50	3:05 - 4:23 TR
	5:00 - 6:50	4:30 - 5:48 TR
Friday, Dec 1	8:00 - 9:50	10:50 - 12:08 TR
	10:00 - 11:50	2:00 - 2:53 MWF
		2:00 - 3:18 MW/1:40-2:58 MW

A student with three examinations on one day may see their instructor on or before Friday, November 17, 2023 to request moving an examination to another day.

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

Final examinations will be administered to all students. However, neither transcripts nor diplomas will be released to students who have not taken care of financial accounts such as those at the PRCC bookstore, traffic fines, or the Business Office. Students are required to return library books and pay library fines by Friday, November 17, 2023.

Spring 2024 Final Examination Schedule

Night Classes:

Monday: April 15	Tuesday: April 16	Wednesday: April 17	Thursday: April 18

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

Friday Only Classes: Friday, April 19th

Final Examination Schedule for End of Spring Semester

Date	Exam Times	Class Times
Tuesday, April 30	8:00 - 9:50	8:00 - 9:18 TR
	10:00 - 11:50	12:00 - 12:53 MWF 12:00 - 12:18 MW/12:15-1:33 MW
	1:00 - 2:50	9:25 - 10:43 TR
	3:00 - 4:50	3:00 - 4:23 TR
Wednesday, May 1	8:00 - 9:50	8:00 - 8:53 MWF 8:00 - 9:18 MW
	10:00 - 11:50	1:40 - 2:58 TR
	1:00 - 2:50	10:00 - 10:53 MWF 10:00 - 11:18 MW/10:50 - 12:08 MW
	3:00 - 4:50	4:30 - 5:48 MW
Thursday, May 2	8:00 - 9:50	9:00 - 9:53 MWF 9:00 - 10:18 MW/9:25 - 10:43 MW
	10:00 - 11:50	11:00 - 11:53 MWF 11:00 - 12:18 MW
	1:00 - 2:50	12:15 - 1:33 TR
	3:00 - 4:50	3:00 - 4:18 MW/3:05 - 4:23 MW
	5:00 - 6:50	4:30 - 5:48 TR
Friday, May 3	8:00 - 9:50	1:00 - 1:58 MWF 1:00 - 2:18 MW
	10:00 - 11:50	2:00 - 2:53 MWF 2:00 - 3:18 MW/1:40 - 2:58 MW
	1:00 - 2:50	10:50 - 12:08 TR

A student with three examinations on one day may see their instructor on or before Friday, April 26, 2024, to request moving an examination to another day.

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

Final examinations will be administered to all students. However, neither transcripts nor diplomas will be released to students who have not taken care of financial accounts such as those at the PRCC bookstore, traffic fines, or the Business Office. Students are required to return library books and pay library fines by Friday, April 26, 2024.

Faculty Responsibilities

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

1. Carefully read this Handbook before the semester begins.

2. Be actively involved in departmental meetings, in contribution to and review of student learning outcomes, in state-wide curriculum alignment meetings, and when called upon, serve as a member of the College's Instructional Council which approves college-wide curriculum changes.

3. Make sure all employment paperwork is up-to-date in the appropriate administrator's office.

4. Check your mailbox on a regular basis. This includes email inbox, phone voicemail box, as well as physical mailboxes.

5. Meet each class as scheduled and teach for the entire period.

6. Do not move your class to another classroom without first checking with the Department Chair or other appropriate administrator.

7. Be prompt in beginning and dismissing all classes.

8. If you expect to be absent from a class, the appropriate administrator should be notified as early as possible of the date you will be absent and the plans you have made to have your class covered.

9. Communicate in writing and in Canvas your individual class policies by providing a syllabus for each course taught.   Your syllabus should contain all the information in the sample syllabi.   *The syllabus for each course is to be posted in the Canvas shell for that course.*

10. Use the template provided to prepare your courses in Canvas.   Be certain this includes your course syllabus.

11. Grade and return promptly all assignments to the students.

12. Teach the subject matter of assigned courses as outlined in the syllabus.   Cultivate in the students a proper attitude toward college both in and out of the classroom through the teaching of good citizenship, respect for the rights of others, and respect for school property.

13. Strive constantly to improve the methods, content and value of each course taught, while keeping in mind the diversity of the students' present and future needs.

14. Refer students for counseling and testing services when appropriate.

15. Maintain a classroom environment that is conducive to learning.   All discipline and/or behavioral problems must be dealt with according to the policy outlined in the Policy and Procedure Manual and the Student Handbook, "The Cat Country Guide".

16. **Maintain accurate attendance records** and comply with the policy on Student Attendance.

17. Adhere to all timetables established by the appropriate administrator, particularly with regard to reporting of grades and completion of class attendance records.

18. Give final examinations on the days assigned by the official calendar and examination schedule.

19. Serve as an advisor to students in a specific major as assigned by your administrator and keep abreast of changes in the transfer requirements of particular majors. Use the Mississippi Articulation and Transfer Tool (MATT) whenever possible

20. Assume responsibility for safe and proper use of equipment and supplies.

21. Accept and carry out both extra-curricular and other duties as assigned by the administration.

22. Attend all faculty meetings.

23. Provide suggestions and recommendations for decision making and planning through appropriate channels.

24. Work with the ADA/Civil Rights Coordinator to meet the academic needs of any student with a disability.

25. Behave in such a manner in all circumstances, including areas of social media, as to uphold the highest standards of professionalism in order to project a positive image as a representative of the College.

26. Check your PRCC email daily.   All employment letters will be sent to your PRCC email address.

Special Responsibilities for Online Instructors

Online instructors are expected to meet a separate set of standards which can be found in the eLearning Community course in Canvas. After completion of required trainings, faculty will receive access to this course.

Special Responsibilities for Adjunct Instructors

Adjunct instructors are to read and adhere to the "Faculty Responsibilities" previously listed.   The following is additional information for adjunct instructors.

1. Check with your Department Chair or at the Hancock Center, the Vice President of the Hancock Center, concerning books, and copies of syllabi.

2. Try to arrive early for class and plan to remain a few minutes after class for student conferences.

3. If you must miss class, notify the appropriate administrator immediately. Every effort should be made to notify students if it is necessary that a class be cancelled.   You may email students at their PRCC Student Email address.   In addition to emails, Canvas should be used to notify students of an unexpected absence. Regardless of your absence, you should submit your plans for making up the work missed to your administrator.

4. Forrest County Center and Hancock Center instructors should locate their mailboxes and check them each day or before each class meeting.

5. Check your PRCC email daily.   All employment letters will be sent to your PRCC email address.

NOTE: For information regarding payment schedule contact the Payroll Office at (601) 403-1202 or email Ms. Gwen Hunt at ghunt@prcc.edu.

End of Semester Responsibilities

Each faculty member is responsible for:

1. Reporting final grades within the designated time frame.   Refer to the calendars

2. Completing the gradebook and turning the gradebook in following the instructions provided.   Be sure to maintain a copy for your records.   Please note that gradebooks will be submitted electronically.   Files are to be titled using the following format:

    Instructor name_course_section_semester_CRN_grades
    (Example: John Doe_ART 1113_P01_FA24_10237_grades)

    You will be required to submit the grades digitally.

3. Turning in all keys or re-signing for keys in the appropriate administrator's office.

4. Turning in any textbooks and materials that were checked out.

Note: The step requiring the submission of class syllabus and final exams has been omitted because this information is now in Canvas.   Gradebooks still must be submitted each semester so that a long-term record can be maintained and to facilitate the confirmation of grades when questions arise.

Policies for Reference

ATTENDANCE –
https://prcc.edu/faculty/policy-procedure-manual/educational-programs/attendance/

CONSENSUAL RELATIONSHIPS –
https://prcc.edu/faculty/policy-procedure-manual/personnel/consensual-relationships/

CREDIT BY EXAMINATION –
https://prcc.edu/faculty/policy-procedure-manual/educational-programs/credit-by-examination/

ELECTRONIC DEVICES –
https://prcc.edu/faculty/policy-procedure-manual/student-affairs/electronic-devices/

EVALUATION PROCESS –
https://prcc.edu/faculty/policy-procedure-manual/student-affairs/electronic-devices/

GRADING –
https://prcc.edu/faculty/policy-procedure-manual/instruction/grading/

TITLE IX & SEXUAL MISCONDUCT –
https://prcc.edu/faculty/policy-procedure-manual/administrative/title-ix-and-sexual-misconduct/

STUDENT ACCESS TO FACULTY –
https://prcc.edu/faculty/policy-procedure-manual/instruction/student-access-to-faculty/

STUDENT COURSE LOADS –
https://prcc.edu/faculty/policy-procedure-manual/educational-programs/student-course-loads/

WITHDRAWAL FROM A CLASS OR FROM THE COLLEGE –
https://prcc.edu/faculty/policy-procedure-manual/educational-programs/withdrawal-from-a-class-or-from-the-college/

SOCIAL MEDIA -
https://prcc.edu/faculty/policy-procedure-manual/administrative/social-media/

TELEWORK –
https://prcc.edu/faculty/policy-procedure-manual/personnel/telework/

Social Media Guidelines

Individual departments wishing to develop a social media presence should contact the Public Relations Department before developing any pages and/or accounts.   A request form must be completed and submitted. If an employee wishes to submit a site for consideration, a request form must be submitted to the Director of Public Relations or designee and the appropriate department chair or to the Assistant Dean of Student Life for official student clubs and organizations.   Refer to the Policy and Procedure Manual for the Social Media Policy.

1. PRCC Social Media content is professional and secure.   Do not post confidential or proprietary information about the College or PRCC students, employees, or alumni.   Employees must follow all applicable federal privacy requirements, including FERPA and HIPAA, and adhere to all College privacy and confidentiality policies.

2. In accordance with the Acceptable Use Policy, PRCC computers and time on the job are reserved for College-related business.

3. Read, understand, and abide by the Privacy Policy and Terms of Service of any social media platform employed before its use.   Acceptance of terms in conflict with College policies can result in personal liability.

4. The Director of Public Relations or designee reserves the right to remove photos and video images that misrepresent PRCC or are not of acceptable quality or have been posted without permission or in violation of federal or state law.   Whenever possible, a watermark should be added to protect the College's intellectual property.

5. Social media sites for PRCC will include official College logos and other appropriate branding as identified in the College style guidelines.

6. Do not use your site to include links to spam.   Do not promote services, products, or organizations unrelated to Pearl River Community College.   Behavior exhibited online that officially represents the College is covered in the codes of conduct established in the Faculty Handbook.

7. PRCC encourages faculty and staff to use social media but reminds users that at any time they can be perceived as a spokesperson of the College.

    *   Assume at all times that you are representing PRCC.
    *   Identify yourself as a PRCC faculty/staff member.
    *   Use common sense before you post or comment and respect the values and etiquette of communities you join.
    *   Posting personal information on PRCC channels is not allowed.
    *   Refrain from reporting, speculating, discussing, or giving any opinions on community college topics or personalities that could be considered offensive, sensitive, confidential, or disparaging including discussing internal policies or operations.
    *   Follow the "golden rule" of "treating others as you would like to be treated".

Disclaimer: While PRCC welcomes all responses, comments will be monitored and may be deleted if the comments contain profanity, hate speech, spam, advertisements or political speech/endorsements. Employees are cautioned that they should have no expectation of privacy while using college equipment or facilities for any purpose, including blogging, commenting or posting on social media.

Because the technology that drives Web communication changes rapidly, the Social Media policy may be adjusted to reflect issues that may arise in the management and implementation of the page or for any other reason that supports the College's priorities for the page.

Advising

1. Advising Resources

   a. A four year college or university catalog. (Most can be accessed online).

   b. Articulation Agreement between Mississippi's community/junior colleges and public universities. Login to RiverGuide to access the most recent version of the Articulation Agreement. The Mississippi Articulation and Transfer Tool (MATT) is recommended.
   http://matttransfertool.com/

   c. Current PRCC Catalog

   d. Degree Works – PRCC's degree auditing tool for tracking progress toward graduation. (A link to Degree Works is found in RiverGuide.)

2. Student Course Loads

   a. The normal course load for academic students is 15-16 semester hours. Encourage students to take at least 15 hours per semester. This is also financially beneficial to the student.

   b. A student may register for no more than 21 semester hours without approval for additional hours.

   c. A full-time student should maintain a minimum course load of 15 semester hours, of which at least 12 must be other than activity courses. That is, a student must be enrolled in at least 12 semester hours that are either developmental courses or courses that may be applied toward an associate degree. (No more than 4 semester hours of activity courses may be applied toward an associate degree.)

   d. A student may enroll in online courses, traditional courses, or any combination of online courses and traditional courses in order to be classified as a full-time student.

   e. Athletic eligibility for a student enrolled in distance education courses shall be defined as follows: All athletes must be enrolled full time and in attendance within fifteen (15) calendar days from the beginning date of a particular term to be eligible to participate. To be considered full time, a student must be enrolled in 15 semester hours.

3. Notes To Advisors

   a. Check ACT sub-scores carefully for Mathematics and English. Please refer to New Student Course Placement and Avoid List in this document for assistance in student placement.

   b. Pay close attention to courses that have pre-requisites.

   c. Students should not delay taking their mathematics and laboratory science courses until later as this could delay their eligibility to transfer to a university.

   d. When helping students select and arrange courses, remember, it is important that the student feels he or she is participating in this process.

4. <u>Advising General Studies Students</u>

   a. A student who has not decided upon a major field of study is advised to follow the basic core curriculum during the freshman year. Be certain that the student is aware of the career and technical options available at PRCC.

   b. It is recommended that students choose a major before beginning the sophomore year.

   c. General studies students who have completed the basic core curriculum should be made aware that additional academic courses completed at PRCC will transfer to a senior college but will not necessarily apply toward all baccalaureate degrees.

   d. You may find that using a "Student/Advisor Worksheet Form" may be helpful when advising students. A copy of this form is located in the Forms section of the Faculty Handbook.

   e. Students should apply for graduation at the beginning of the semester in which he or she is planning to graduate. The graduation application is available online on the Graduation webpage.

New Student Course Placement for Pre-Core Students

Placement Testing
ACT scores are used for placement in college-level English and Mathematics.   Prior to the beginning of the semester, students may visit a Counseling Center for instructions regarding the ACCUPLACER test to verify appropriate placement.

English

English Placement Based on ACT Scores
- ACT English score of 17 or above may enroll in ENG 1113 (English Composition I)
- ACT English score of 1 – 16 must enroll in ENG 1114 (English Composition I with Enhancements)

Placement for Returning Students

A, B, or C in ENG 1203 or ENG 1023, ENG 0123, or ENG 0125	ENG 1113
D or F in ENG 1203 or ENG 1023, ENG 0123, or ENG 0125	ENG 1114

Mathematics

Mathematics Placement Based on ACT Scores

-ACT Math Score of 19 or above (with 2 years high school algebra) may enroll in MAT 1313 (College Algebra)
-ACT Math Score of 17-18 (with 1 year high school algebra) must enroll in MAT 1314 (College Algebra)
-ACT Math Score of 1-16 must enroll in MAT 1234 (Intermediate Algebra)

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

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

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

PLEASE REFER TO THE AVOID LIST FOR PLACEMENT OF STUDENTS IN DEVELOPMENTAL COURSES.

Avoid List

Mathematics

A student enrolled in **MAT 1234** should NOT be enrolled in the following courses:

CHE - Avoid All	ECO - Avoid All
CSC – 1113 or 2134 and above	PHY – Avoid All

English-Reading ENG 1114

A student enrolled in **ENG 1114** should NOT be enrolled in the following courses because of the heavy writing component involved in each course:

BIO - Avoid All	MFL - Avoid All
CHE - Avoid All	MUS - Avoid All
CRJ - Avoid All	PHY - Avoid All
ECO - Avoid All	PSC - Avoid All
EPY - Avoid All	PSY – Avoid All
HIS - Avoid All	SOC - Avoid All
JOU - Avoid All	SPT – Avoid All

Class Schedules

Fall/Spring Semester Day Classes

Monday, Wednesday, and Friday	Tuesday and Thursday	Monday and Wednesday
8:00 - 8:53	8:00 - 9:18	8:00 - 9:18
9:00 - 9:53	9:25 - 10:43	9:25 - 10:43
10:00 - 10:53	10:50 - 12:08	10:50 - 12:08
11:00 - 11:53	12:15 - 1:33	12:15 - 1:33
12:00 - 12:53	1:40 - 2:58	1:40 - 2:58
1:00 - 1:53	3:05 - 4:23	3:05 - 4:23
2:00 - 2:53	4:30 - 5:48	4:30 - 5:48

Fall/Spring Semester Night Classes

1. Night classes meet once per week and are offered on Monday, Tuesday, Wednesday, or Thursday night.

2. Three semester hour classes meet from 5:45 p.m. until 9:00 p.m.

3. Four semester hour laboratory science classes meet at different times depending on the location.

Summer Class Schedule

1. Day Classes
    a. There are two summer day terms.   Each term lasts fourteen days. Classes meet four times per week, Monday through Thursday.

    b. Typical Period/Time
        8:00 - 10:55
        11:15 - 2:00

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

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

    Please refer to the summer schedule for exact times.

Weekend Class Schedule

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

2. Weekend Class Sessions

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

Weekend Literature Classes:

Weekend Literature classes follow a reverse format.   The instructor uses the first weekend to meet with the students and assign readings.

First Weekend:	Friday 6:00 - 10:30 p.m.

Second & Third Weekends:

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

Online Class Schedule

Online class terms vary from semester to semester depending on the calendar established by the Mississippi Virtual Community College. Dates and deadlines are posted for online instructors in the eLearning Community in Canvas.

Additional online classes with various beginning and ending dates are offered through Pearl River Community College.   These, along with all PRCC for-credit classes, can all be viewed on the PRCC Interactive Schedule accessible at https://banss-p.prcc.edu:8101/BannerExtensibility/customPage/page/ClassSearch.

Class Rolls

In order to view class rolls, login to RIverguide and Wildcat Web Faculty Dashboard.   Course rosters can also be viewed in Canvas.

Instructors are required to mark attendance at the beginning of each class period using Wildcat Web.

Bookstore

The Wildcat Den in Poplarville is located between White Coliseum and The Brownstone Performing Arts Center. The Bookstore in Poplarville is located in the rear of the Warehouse.   At the Forrest County Center, the Wildcat Den and Bookstore are located in Building 5.

The Poplarville Campus Wildcat Den Bookstore is open Monday through Friday from 7:30 a.m. to 4:00 p.m.   The Forrest County Center Wildcat Den Bookstore is open Monday through Thursday, 7:30 am to 5:00 pm and closed on Friday.

In addition to textbooks and eBook information, the Wildcat Den Bookstore offers a wide variety of school supplies, merchandise, clothing, and gifts.

Emergency and Security Measures

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

Campus Police Poplarville campus:	601-403-1300
Campus Police Forrest County Center:	601-554-5513 office
	601-270-3974 day cell
	601-408-4811 night cell
Campus Police Hancock Center	228-252-7001

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

Supplies and Equipment

Cut-out forms, withdrawal forms, readmit forms, and change of grade forms are no longer available in hardcopy format.   To submit a student as a No Show, a Cut, or a Withdrawal, follow the instructions provided by the Registrar's Office.   Contact 601-403-1214 for assistance.

Should you need other types of supplies, contact the appropriate administrator (typically the department chair) to discuss your needs.

If students need SCANTRON sheets, these items are available in the Bookstore on both the Poplarville campus and the Forrest County Center campus.   To purchase SCANTRON sheets after bookstore closes at the Forrest County Center, the items are available in the Library. At the Hancock Center, students may purchase SCANTRON sheets in the library.

Library

The Garvin Johnston Library on the Poplarville campus provides a variety of learning resources, including books, periodicals, newspapers, computers, VHS, DVDs, and access to the Internet.   Adjunct faculty need to contact the librarian for further details.

The library at the Forrest County Center in Hattiesburg is located in Building 4.   It has books, periodicals, computers, Internet access, and digital media available to students and faculty for use in the library.

The Hancock Center Library is located in the Hancock Center.   Contact the librarian 24 hours in advance if reservations need to be made for a specific time and use.

Library hours on the Poplarville campus are from 7:00 a.m. to 9:00 p.m. Monday through Thursday and 7:00 to 4:30 p.m. on Friday.   At the Forrest County Center in Hattiesburg, library hours are from 7:00 a.m. to 9:00 p.m., Monday through Thursday, and from 7:00 a.m. to 3:00 p.m. on Friday.   Library hours during the Summer semesters may vary.   Hancock Center library hours vary from semester to semester.   Consult the librarian or the Assistant Vice President for the Hancock Center for assistance.

Syllabus

Each instructor has the academic freedom to add content and instructor specific information; however, as students move from class to class, certain items should be consistent.   Below are the basic items that EVERY syllabus <u>must</u> contain.   In addition, students should not be required to perform a scavenger hunt to locate the most basic of information.   While being thorough in a syllabus is commendable, a syllabus that is too long will not be read thus making any of the information pointless.

<u>Course Syllabus</u>

<u>Required Items</u>

Course Title and Number

Instructor Name and Contact Information (both telephone and email)

Office Location and Hours Available for Conferencing

Course Description

Prerequisites (if any)

Required Text/eText and Supplementary Materials

Course Goals

Course Outcomes – To include Outcomes listed in state documents.

Policies (should include work submission policy, makeup work policy, etc.)

Grading (Be specific regarding percentages and make sure it aligns with Board policy.)

Assignments (can be specific or general but should relate to the Grading)

Americans Disabilities Act (ADA)

> If you have a disability that qualifies under the Americans with Disabilities Act and you require special assistance, accommodations or alternate format, you should contact the Office of Disability Services at *ADA@prcc.edu* or 601-403-1215.

<u>Optional Items</u>

Specific Objectives

Course Requirements

Study Recommendations

Final Exams (Giving a comprehensive final exam is not optional.   Including information on the syllabus about the final exam is optional.)

Getting Started with RiverGuide

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

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

RiverGuide provides access to different types of information:

- RiverGuide Home: Includes personal and campus announcements, quick access to Banner, Canvas, Argos, and DegreeWorks and allows you to update your emergency contact information
- PRCC Calendar: Displays a master calendar for the college that includes all major events such as holidays, exams, registration, etc.
- Library: Provides access to resources from the library such as the catalog of books, online research databases, and the Mississippi Electronic Libraries Online.
- eLearning: All distance learning resources can be accessed here, including Canvas, registration information, and important dates.
- Employee: This section provides access to information pertaining to benefits, pay stubs, leave balances, Policies and Procedures, and any forms you may need for the day-to-day business of the college.
- If you need assistance with RiverGuide, send an email to the IT Department at helpdesk@prcc.edu or call extension 1800.

RiverGuide: Frequently Asked Questions

1. How do I look up a Detailed Class list?
   On the RiverGuide Home page, select **Wildcat Web Faculty Dashboard** and then select the **Class List** option.
2. How do I enter grades?
   On the RiverGuide Home page, select **Wildcat Web Faculty Dashboard** and then select the **Grade Entry** option.
3. How do I view my pay stubs?
   On the RiverGuide Home page, select **Wildcat Web Employee Dashboard** and then select the **All Pay Stubs** option.   From there, one can select individual pay stubs.
4. How do I check my leave balances?
   On the RiverGuide Home page, select **Wildcat Web Employee Dashboard.** Leave balances will be displayed at the top of the screen.

If you need your PIN or have any questions concerning BANNER, please call the IT help desk at ext 1800 or 844.292.3214.   If you are a new faculty member or employee, please call or email helpdesk@prcc.edu to have your Banner, email, and RiverGuide accounts created.

Forms

PEARL RIVER COMMUNITY COLLEGE
Student/Advisor Worksheet

_____   _____   _____
Last Name   First Name   ID Number

_____   _____
Student Email   Telephone Number

Classification (Circle One):   Freshman/Sophomore   Major_____

Transfer College/University_____

ACT Scores: English_____ Math_____ Reading_____ Science Reasoning_____ **Composite**_____

ASSOCIATE IN ARTS DEGREE REQUIREMENTS (60 SEMESTER HOURS)

BASIC CORE (34-38 HOURS)

English and Public Speaking (9-10 hours)
_____English Composition I
_____English Composition II
_____Public Speaking

Mathematics (3-4 hours)
_____College Algebra (or higher)

Sciences (6 hours)
BIO, CHE, PHY

_____ _____
_____ _____

Science Laboratory (2 hours)
Must correspond with science listed above.

_____ _____
_____ _____

Social & Behavioral Sciences (6 hours)
HIS, ECO, EPY, PSC, PSY SOC or GEO

_____ _____
_____ _____

Humanities (3 hours)
MFL, HIS, PHI, LIT, LEA (see catalog)

_____ _____

Fine Arts (3 hours)
Music, Art or Theatre Appreciation

_____ _____

Physical Education/Activity (2-4 hours)

_____ _____

ELECTIVES (22-26 HOURS)
See Advisor for Appropriate Classes
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____

TOTAL CREDITS (60 HOURS REQUIRED)

_____

INSTRUCTOR _____   EXT _____   TERM _____

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

Alternate View of Day Classes Fall Exam Schedule

MWF Classes	Exam Times
8:00 - 8:53 MWF	8:00 - 9:50 – Tues., Nov. 28
9:00 - 9:53 MWF	8:00 - 9:50 – Wed., Nov. 29
10:00 - 10:53 MWF	1:00 - 2:50 – Tues., Nov. 28
11:00 - 11:53 MWF	10:00 - 11:50 – Wed., Nov. 29
12:00 - 12:53 MWF	10:00 - 11:50 – Thurs., Nov. 30
1:00 - 1:53 MWF	3:00 - 4:50 – Tues., Nov. 28
2:00 - 2:53 MWF	10:00 - 11:50 – Fri., Dec. 1

MW Classes	Exam Times
8:00 - 9:18 MW	8:00 - 9:50 – Tues., Nov. 28
9:00 - 10:18 MW	8:00 - 9:50 – Wed., Nov. 29
9:25 - 10:43 MW	8:00 - 9:50 – Wed., Nov. 29
10:00 - 11:18 MW	1:00 - 2:50 – Tues., Nov. 28
10:50 - 12:08 MW	1:00 - 2:50 – Tues., Nov. 28
11:00 - 12:18 MW	10:00 - 11:50 – Wed., Nov. 29
12:00 - 1:18 MW	10:00 - 11:50 – Thurs., Nov. 30
12:15 - 1:33 MW	10:00 - 11:50 – Thurs., Nov. 30
1:00 - 2:18 MW	3:00 – 4:50 – Tues., Nov. 28
2:00 - 3:18 MW	10:00 - 11:50 – Fri., Dec. 1
1:40-2:58 MW	10:00 - 11:50 – Fri., Dec. 1
3:00 - 4:18 MW	3:00 - 4:50 – Wed., Nov. 29
3:05 - 4:23 MW	3:00 - 4:50 – Wed., Nov. 29
4:30 - 5:48 MW	5:00 – 6:50 – Wed., Nov. 29

TR Classes	Exam Times
8:00 - 9:18 TR	8:00 - 9:50 – Thurs., Nov. 30
9:25 - 10:43 TR	1:00 - 2:50 – Thurs., Nov. 30
10:50 - 12:08 TR	8:00 - 9:50 – Fri., Dec. 1
12:15 - 1:33 TR	10:00 - 11:50 – Tues., Nov. 28
1:40 - 2:58 TR	1:00 – 2:50 – Wed., Nov. 29
3:05 - 4:23 TR	3:00 - 4:50 – Thurs., Nov. 30
4:30 - 5:48 TR	5:00 - 6:50 – Thurs. Nov. 30

Alternate View of Day Classes Spring Exam Schedule

MWF Classes	Exam Times
8:00 - 8:53 MWF	8:00 - 9:50 – Tues., Apr. 30
9:00 - 9:53 MWF	8:00 - 9:50 – Wed., May 1
10:00 - 10:53 MWF	1:00 - 2:50 – Tues., Apr. 30
11:00 - 11:53 MWF	10:00 - 11:50 – Wed., May 1
12:00 - 12:53 MWF	10:00 - 11:50 – Thurs., May 2
1:00 - 1:53 MWF	3:00 - 4:50 – Tues., Apr. 30
2:00 - 2:53 MWF	10:00 - 11:50 – Fri., May 3

MW Classes	Exam Times
8:00 - 9:18 MW	8:00 - 9:50 – Tues., Apr. 30
9:00 - 10:18 MW	8:00 - 9:50 – Wed., May 1
9:25 - 10:43 MW	8:00 - 9:50 – Wed., May 1
10:00 - 11:18 MW	1:00 - 2:50 – Tues., Apr. 30
10:50 - 12:08 MW	1:00 - 2:50 – Tues., Apr. 30
11:00 - 12:18 MW	10:00 - 11:50 – Wed., May 1
12:00 - 1:18 MW	10:00 - 11:50 – Thurs., May 2
12:15 - 1:33 MW	10:00 - 11:50 – Thurs., May 2
1:00 - 2:18 MW	3:00 – 4:50 – Tues., Apr. 30
2:00 - 3:18 MW	10:00 - 11:50 – Fri., May 3
1:40-2:58 MW	10:00 - 11:50 – Fri., May 3
3:00 - 4:18 MW	3:00 - 4:50 – Wed., May 1
3:05 - 4:23 MW	3:00 - 4:50 – Wed., May 1
4:30 - 5:48 MW	5:00 – 6:50 – Wed., May 1

TR Classes	Exam Times
8:00 - 9:18 TR	8:00 - 9:50 – Thurs., May 2
9:25 - 10:43 TR	1:00 - 2:50 – Thurs., May 2
10:50 - 12:08 TR	8:00 - 9:50 – Fri., May 3
12:15 - 1:33 TR	10:00 - 11:50 – Tues., Apr. 30
1:40 - 2:58 TR	1:00 – 2:50 – Wed., May 1
3:05 - 4:23 TR	3:00 - 4:50 – Thurs., May 2
4:30 - 5:48 TR	5:00 - 6:50 – Thurs., May 2