

Foreword

This handbook is prepared 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 Services 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.

Pearl River Community College reserves the right to change all policies, rules, or procedures stated herein.

Pearl River Community College offers equal education and employment opportunities. The College does not discriminate on the basis of race, religion, color, sex, sexual orientation, gender identity, age, national origin, veteran status, or disability. For inquiries regarding the non-discrimination policies or to request accommodations, special assistance, or alternate format publications, contact Eddie Sandifer, ADA Coordinator, 101 Hwy 11 N., Poplarville, MS 39470 or 601-403-1215 or for inquiries on Title IX, contact Alexandra Kennedy, Director of Residence and Student Life and Title IX Coordinator at 101 Hwy 11 N., Poplarville, MS 39470 or 601-403-1253.

Welcome

As a student at Pearl River Community College, the College affords a wealth of resources to support your success. The opportunities to learn and to grow are virtually limitless, shaped primarily by your motivation to rise to embrace the intellectual and personal challenges of a college education. As with any community, there are rules that have been developed to ensure a supportive and appropriate environment for learning.

While these rules pertain primarily to students, they are consistent with the expectations for all members of the PRCC community.

The Cat Country Guide, student handbook, outlines those expectations that the College has established to foster an environment conducive to learning on—and beyond—PRCC’s campuses. One crucial aspect of this environment is our collective commitment to respecting the rights, dignity and worth of all community members. We ask that you take the time to review this document in order to understand the values and rules of this community.

For the vast majority of our students, college will be a challenging and worthwhile experience. By taking the time to become familiar with the expectations and rules outlined in this document, we hope this will allow you to focus on the best parts of college life and to truly discover your own future at PRCC.

Our staff is here to support you as you set and reach your goals in a college environment. We are committed to excellence through teaching, learning and community building. A challenging and rewarding educational experience awaits you at PRCC, where dedicated faculty and staff in conjunction with innovative programs and services combine to create an exciting learning environment. If you embody The Wildcat Way - Pride, Respect, Class and Character - you are sure to find yourself at the beginning of a path to success that will carry you beyond graduation.

Again, welcome to Pearl River Community College. If there is anything we can do to help you to succeed and to realize your dreams, please do not hesitate to ask for assistance.

Sincerely,

Jeff Long
Vice President for Poplarville Campus and Student Services

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.

Expenses

FY 2021 Student Fee Sheet

<http://www.prc.edu/admissions/tuition-fees>

Policies and Procedures for Reference

Academic Guidelines for College Housing

<http://www.pccc.edu/faculty/policy-procedure-manual/academic-guidelines-college-housing>

Academic Freedom

<http://www.pccc.edu/faculty/policy-procedure-manual/academic-freedom>

Academic Misconduct

<http://www.pccc.edu/faculty/policy-procedure-manual/academic-misconduct>

Active Military Status for Students

<http://www.pccc.edu/faculty/policy-procedure-manual/active-military-status-students>

Admissions

<http://www.pccc.edu/faculty/policy-procedure-manual/admission>

Athletic Drug Testing

<http://www.pccc.edu/faculty/policy-procedure-manual/athletic-drug-testing>

Attendance

<http://www.pccc.edu/faculty/policy-procedure-manual/attendance>

Bookstore

<http://www.pccc.edu/faculty/policy-procedure-manual/textbooks>

Campus Curfew

<http://www.pccc.edu/faculty/policy-procedure-manual/campus-curfew>

Campus Police

<http://www.pccc.edu/campus-police>

Communicable Diseases

<http://www.prcc.edu/faculty/policy-procedure-manual/communicable-diseases>

Crime Log

<http://www.prcc.edu/campus-police/clery>

Crisis Intervention

<http://www.prcc.edu/faculty/policy-procedure-manual/crisis-intervention>

Developmental Course Placement

<http://www.prcc.edu/admissions/counseling-services/developmental-courses>

Developmental Courses

<http://www.prcc.edu/faculty/policy-procedure-manual/developmental-courses>

Disability Services

<http://www.prcc.edu/faculty/policy-procedure-manual/students-disabilities>

Dress Code

<http://www.prcc.edu/faculty/policy-procedure-manual/dress-code>

Electronic Devices

<http://www.prcc.edu/faculty/policy-procedure-manual/electronic-devices>

Financial Aid

<http://www.prcc.edu/faculty/policy-procedure-manual/financial-aid>

Firearms and Deadly Weapons

<http://www.prcc.edu/faculty/policy-procedure-manual/firearms-and-deadly-weapons>

Garvin H. Johnson Library

<http://www.prcc.edu/libraries>

Grade Appeal

<http://www.pccc.edu/faculty/policy-procedure-manual/grade-appeal>

Grading

<http://www.pccc.edu/faculty/policy-procedure-manual/grading>

Graduation, Degrees and Certificates

<http://www.pccc.edu/faculty/policy-procedure-manual/graduation-degrees-and-certificates>

Grievance Policy

<http://www.pccc.edu/faculty/policy-procedure-manual/grievance>

Guests of Students

<http://www.pccc.edu/faculty/policy-procedure-manual/guests-students>

Guest Speakers

<http://www.pccc.edu/faculty/policy-procedure-manual/guest-speakers>

Guidance Services

<http://www.pccc.edu/faculty/policy-procedure-manual/guidance-services>

Honor Rolls

<http://www.pccc.edu/faculty/policy-procedure-manual/honor-rolls>

Lost and Found

<http://www.pccc.edu/campus-police/services>

Non-Discrimination

<http://www.pccc.edu/disability-services>

Orientation

<http://www.pccc.edu/academics/orientation>

Payments and Refunds

<http://www.pccc.edu/faculty/policy-procedure-manual/students-payments-and-refunds>

Personal Distress

<http://www.pccc.edu/faculty/policy-procedure-manual/personal-distress>

Program Changes

<http://www.pccc.edu/faculty/policy-procedure-manual/program-changes>

Registration

<http://www.pccc.edu/faculty/policy-procedure-manual/registration>

Satisfactory Progress

<http://www.pccc.edu/faculty/policy-procedure-manual/satisfactory-progress>

Search and Interrogation of students

<http://www.pccc.edu/faculty/policy-procedure-manual/search-and-interrogation-students>

Sexual Misconduct

<http://www.pccc.edu/faculty/policy-procedure-manual/title-ix-and-sexual-misconduct>

Social Activities

<http://www.pccc.edu/faculty/policy-procedure-manual/social-activities>

Solicitation/Vendors

<http://www.pccc.edu/faculty/policy-procedure-manual/solicitation>

Student Access to Faculty

<http://www.pccc.edu/faculty/policy-procedure-manual/student-access-faculty>

Student Activities Funds

<http://www.pccc.edu/faculty/policy-procedure-manual/student-activities-funds>

Student Conduct

<http://www.prc.edu/faculty/policy-procedure-manual/student-conduct>

Student Contest, Conventions and Campus Activities

<http://www.prc.edu/faculty/policy-procedure-manual/student-contests-conventions-and-campus-activities>

Student Course Loads

<http://www.prc.edu/faculty/policy-procedure-manual/student-course-loads>

Student Housing Handbook - Guide to River Living (PDF)

<http://www.prc.edu/files/pdfs/guidetoriverliving.pdf>

Student Involvement in Decision-Making

<http://www.prc.edu/faculty/policy-procedure-manual/student-involvement-decision-making>

Student Publications

<http://www.prc.edu/faculty/policy-procedure-manual/student-publications>

Student Records

<http://www.prc.edu/faculty/policy-procedure-manual/student-records>

Student Rights and Responsibilities

<http://www.prc.edu/faculty/policy-procedure-manual/student-rights-and-responsibilities>

Student with Disabilities

<http://www.prc.edu/faculty/policy-procedure-manual/students-disabilities>

Students' Due Process

<http://www.prc.edu/faculty/policy-procedure-manual/students-due-process>

Students' Payments and Refunds

<http://www.prc.edu/faculty/policy-procedure-manual/students-payments-and-refunds>

Students' Records Family Educational Rights and Privacy Act of 1974

<http://www.pccc.edu/faculty/policy-procedure-manual/students-records-family-educational-rights-and-privacy-act-1974>

Substance Abuse Policy

<http://www.pccc.edu/faculty/policy-procedure-manual/substance-abuse-policy>

Substance Testing for Students in Selected Programs

<http://www.pccc.edu/faculty/policy-procedure-manual/substance-testing-students-selected-programs>

Tobacco on Campus

<http://www.pccc.edu/faculty/policy-procedure-manual/tobacco-free-policy>

Taping Lectures

<http://www.pccc.edu/faculty/policy-procedure-manual/taping-lectures>

Transfer of Credit

<http://www.pccc.edu/faculty/policy-procedure-manual/transfer-credit>

Transportation for Student Activities

<http://www.pccc.edu/faculty/policy-procedure-manual/transportation-student-activities>

Violence Prevention

<http://www.pccc.edu/faculty/policy-procedure-manual/violence-prevention>

Wellness Center

<http://www.pccc.edu/faculty/policy-procedure-manual/wellness-center>

Withdrawal from a Class or from the College

<http://www.pccc.edu/faculty/policy-procedure-manual/withdrawal-class-or-college>

Health and Safety

Health: School Nurse

Susie Hall, RN
Phone: 601-403-1303
Email: kshall@prcc.edu
Poplarville Campus, Crosby Hall
Hours: 8:00am – 3:00pm
Monday-Friday (Fall/Spring Only)

For more information regarding Health Services, please visit <http://www.prcc.edu/river-life/health>

Safety: Campus Police

Contact Numbers

Title	Name	Number
Director of Public Safety-Poplarville	Butch Raby	601.403.1351
Chief of Police-Poplarville	Gene Keith	601.403.1373
Campus Police-Poplarville	Campus Police	601.403.1300
Director of Public Safety-Hattiesburg	Adam Parker	601.403.1812
Chief of Police-Hattiesburg	Dawn Broussard	601.554.5513
Campus Police-Hattiesburg	Campus Police	601.554.5513
Campus Security-Nights and Weekends-Hattiesburg	Campus Security	601.408.4811
Campus Police- Waveland	Campus Police	228.252.7001

*Poplarville- Poplarville Campus
*Hattiesburg- Forrest County Campus
*Waveland- Hancock County Center

For more information regarding campus safety, please visit <http://www.prcc.edu/campus-police>

Students' Due Process

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, May 11, 1976

Revision Number: 2

Revision Date: Wednesday, April 13, 2011

Reference: Student Affairs

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 (PRCC) students are expected to conform to the ordinary rules of society, the laws of the State of Mississippi, and the Code of Student Conduct as stated in the Student Handbook, the Cat Country Guide. 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 student's 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 (3) college working days of the incident. Appeals may be submitted to the specific Campus Police Department, the Assistant Vice President of Student Services (Poplarville), the Vice President for Forrest County Operations (Hattiesburg), or the Assistant Vice President for 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 Workforce and Economic 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 which is conducive to learning. The President has delegated this responsibility of student due process to the Vice Presidents. The appropriate Vice President governs two levels of student 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 Director of Public Safety or his/her designee. If the Director of Public Safety 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/staff and is presided over by the appropriate Vice President or his/her designee. The decision of this court is final and will exhaust the Pearl River Community College Students' Due Process procedure.
5. The Chair of the appropriate court will receive an appeal and determine if a hearing is necessary.
 6. If a hearing is deemed necessary, the student will receive notice of a hearing date within five (5) college working days of the appeal filing date.
 7. The student will receive notice of the hearing findings within five (5) college working days of the hearing date.
 8. Details of the hearing procedure are available in the student handbook, the [Cat Country Guide](#).

Guidelines for the PRCC Judicial Appeal Process

Disciplinary Appeal Process

1. The student will receive written notice of the disciplinary action that has been taken.
2. The student will have three (3) days to file an appeal with Office of Student Services or appropriate Administrator.
3. The student will be informed of the date, time and location of the hearing.
4. College days are defined as Monday through Friday except for school holidays.
5. The deadline to appeal is 4:00pm on the third day.

Prior to Judicial Hearing

1. Obtain an appeal form from the Office of Student Services or appropriate Administrator.
2. Review the charges being brought against you.
3. Determine if you want witnesses present with you. If so, notify them of the date and

- time of the hearing.
4. Be prepared.
 5. Contact the Office of Student Services or appropriate Administrator if you have any questions.

After the Hearing

1. Leave Campus immediately.
2. Know that the decision of the court is final.
3. Do not contact committee members.
4. Notification of the court's decision will be forwarded to the student's PRCC email account.

The court has (5) days to render a decision.

Grievance Appeal Process

1. The student will have three (3) days to file an appeal with the Office of Student Services or appropriate Administrator.
2. The student will be informed of the date, time and location of the hearing.
3. College days are defined as Monday through Friday except for school holidays.
4. The deadline to appeal is 4:00pm on the third day.

Prior to Appeal Hearing

1. Obtain and appeal form from the Office of Student Services or appropriate Administrator.
2. Determine if you want witnesses present with you. If so, notify them of the date time of the hearing.
3. Be prepared.
4. Contact the Office of Student Services or appropriate Administrator if you have any questions.

After the Hearing

1. Know that the decision of the court is final.
2. Do not contact committee members.
3. Notification of the court's decision will be forwarded to the student's PRCC email account.

The court has (5) days to render a decision.

Students' Records Family Educational Rights and Privacy Act (FERPA) of 1974

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, May 10, 1977

Revision Number: 1

Revision Date: Tuesday, December 7, 1993

Reference: Student Affairs, Administrative

Policy:

Pearl River Community 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 Pearl River Community College provides for:

1. Informing students of their rights.
2. Permitting students to inspect and review their college records.
3. Not disclosing personally identifiable information from the college 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 Office of Admissions, Business Office, or Financial Aid Office where they will be informed of the College's policy regarding student records. To learn more about PRCC's FERPA policy visit <http://www.prc.edu/ferpa>. To complete a FERPA waiver form please login to RiverGuide and click on Wildcat Web where the FERPA form is linked.



The Wildcat Way

Pride-Respect-Class-Character