

Chapter 9



Student Opportunities and Resources

Hillman Entrepreneurs Program

Marlboro Hall, Room 2051

301-322-0700

Ruth V. Lewis, Program Director

lewisrv@pgcc.edu

<http://academic.pgcc.edu/hillman>

The Hillman Entrepreneurs Program is an innovative educational initiative tailored to the needs of transfer students who begin their studies at Prince George's Community College and complete their bachelor's degrees at the University of Maryland, College Park. The four-year Hillman Entrepreneurs Program is a scholarship program targeted to students who have an interest in entrepreneurship and an enthusiasm for starting a business venture or leading a company.

What it means to be a Hillman Entrepreneur at Prince George's Community College

- Receive a scholarship for up to 100 percent of tuition and fees
- Receive one-on-one advising and mentoring
- Develop entrepreneurial/leadership skills
- Be a member of a group of aspiring entrepreneurs
- Have summer job opportunities
- Earn an associate degree from Prince George's Community College

How to continue as a Hillman Entrepreneur at University of Maryland College Park

- Receive a scholarship for up to 60 percent of tuition and a \$1,000 merit scholarship
- Receive one-on-one advising and mentoring
- Continue to develop entrepreneurial/leadership skills
- Build business ideas with the help of on-site mentors
- Earn a bachelor's degree from University of Maryland College Park

Selection Criteria

Students selected to be Hillman Entrepreneurs demonstrate:

- Potential for becoming a successful entrepreneur or leader within a larger organization
- Ability to be successful academically and graduate from Prince George's Community College and ultimately from University of Maryland College Park.

Program Requirements

Students must be:

- U.S. citizen or permanent resident
- Maryland residents
- Enrolled (or eligible to enroll) at Prince George's Community College and taking college-level classes
- Enrolled in a program of study that transfers to University of Maryland College Park (pre-law is not eligible)
- Available for Hillman courses each semester offered during the day
- Committed to additional program and team-building activities
- Progressing successfully toward graduation with an associate degree in a transferable major at Prince George's Community College and toward graduation with a bachelor's degree at University of Maryland College Park

Honors Programs and Organizations

Honors Academy

Marlboro Hall, Room 1087

301-322-0433

Melinda Frederick, Coordinator

mfrederick@pgcc.edu

<http://academic.pgcc.edu/honorsacademyandprogram>

The Honors Academy is designed for academically outstanding honors students who are interested in a rigorous program of academic excellence, intellectual development, leadership and community service.

Benefits of Academy Membership

Dual Admission

Honors Academy scholars may hold dual admission at Prince George's Community College and a partnering four-year institution. Honors Academy partnering institutions include American University, Catholic University, Goucher College, Howard University, St. Mary's College, Towson University, University of Maryland Baltimore County, University of Maryland College Park and Washington College. Upon graduation from Prince George's Community College, the Honors Academy scholar receives Honors Academy recognition and may seamlessly transfer into a partnering institution. An Honors Academy scholar also may choose to transfer to a college or university that is not part of the dual admission agreement.

Financial Aid

An Honors Academy scholar receives financial support from Prince George's Community College as long as he or she satisfies the requirements of the academy and maintains his/her eligibility. Upon graduation from Prince George's Community College, the Honors Academy scholar will receive financial support from the partnering four-year college or university.

Excellent Education and Opportunities

At Prince George's Community College, Honors Academy scholars:

- Become members of the Honors Program and Honors Society
- Study with outstanding faculty
- Have an Honors Academy advisor
- May participate in research and internships
- Work with fellow academy scholars
- May be inducted into Phi Theta Kappa, International Honor Society for Two-Year Colleges

Application Requirements for the Honors Academy

Currently enrolled Prince George's Community College students must:

- Have a 3.5 cumulative GPA or higher, based upon at least 12 college credits
- Have at least six out of the 12 credits in general education courses
- Be currently enrolled in or eligible for admission into the Honors Program
- Have received a grade of A in EGL-1010
- Be eligible for MAT-1040 or higher

Incoming students must:

- Have applied for admission to Prince George's Community College
- Have a 3.50 minimum cumulative high school GPA and a 1650 combined essay, math, and critical reading SAT score
- Be eligible for admission into the Honors Program

Obligations of an Honors Academy Scholar

Students admitted into the Honors Academy must:

- Be a full-time student
- Maintain a 3.5 cumulative GPA
- Perform 15 hours of community service each semester
- Take a leadership role in the Honors Society, Phi Theta Kappa and throughout campus
- Meet regularly with the Honors Academy advisor to determine the appropriate course of study
- Determine a timetable for completion of an associate degree
- Complete a minimum of seven honors courses, one of which must be an Honors colloquium
- Graduate from Prince George's Community College

Honors Program

Marlboro Hall, Room 1089

301-386-7530

honors@pgcc.edu

<http://academic.pgcc.edu/honorsacademyandprogram>

The mission of the Prince George's Community College Honors Program is to promote the intellectual growth and enrichment of academically outstanding students. The program offers a curriculum that challenges and stimulates students through special honors courses.

Members of the college's Honors Program are provided with many unique opportunities. Some of the benefits include:

- Academic advising
- Stimulating classes that provide challenging course work and exciting class discussions
- The designation of honors courses on students' transcripts
- Citation in Honors designation for eligible students
- Awards to outstanding students
- An Honors Blackboard site highlighting Honors Program activities and student achievements
- Co-curricular activities sponsored by the Honors Society
- Membership in Phi Theta Kappa for eligible students
- The opportunity to meet, work and socialize with other honors students
- Use of the Honors Student Center in Marlboro Hall, Room 1088
- Resume workshops
- Scholarship preparation and support

Students are admitted to the Honors Program based on their college placement examination scores, high school or college grade-point average, recommendations from professors or an interview with the Honors Program coordinator. Admission is open to full- and part-time students. To determine eligibility, complete a program application and return it to the Honors Program coordinator in Marlboro Hall, Room 1089. The Honors Program is designed to be compatible with other honors programs throughout the country. Honors courses may be used to fulfill academic requirements for an associate degree in any given program at the college and for transfer to four-year colleges and universities. Talk to an academic advisor for more information on transferring credits.

Honors Program students may receive honors credit through contract or tutorial arrangements in regular sections of courses. Generally, credit may not be received for a course on a contract or tutorial basis if an honors version of the course is offered. All arrangements for contract credit are handled by the Honors Program coordinator.

Citation in Honors

Students may apply for and earn the Citation in Honors if they have been accepted into the Honors Program, completed a minimum of 15 credits in honors courses and earned an overall cumulative grade-point average of 3.25. Students should apply for the Citation in Honors during the semester in which they will complete the requirements. The Citation in Honors is awarded at the annual Student Honors Convocation in the spring.



Honors Society

Marlboro Hall, Room 1090
301-583-5293

The Honors Society provides students with co-curricular opportunities including a community service project each semester. The society sponsors a variety of events including a film series, guest speakers, social activities, field trips and visits to other colleges. The society meets regularly and is always seeking new members. Membership in the Honors Society is an excellent way to meet other students and get involved in college activities.

Phi Theta Kappa—Tau Pi Chapter

Marlboro Hall, Room 1090
301-583-5293

Phi Theta Kappa International Honors Society was founded in 1918 to recognize the academic achievement of students at two-year colleges. Phi Theta Kappa's programs are based on the hallmarks of scholarship, leadership, service and fellowship. The organization offers many transfer scholarships available only to society members. Other benefits include automatic nomination for the National Dean's List publication of outstanding students from two-year, four-year and graduate schools, as well as automatic enrollment in the Phi Theta Kappa database from which four-year and senior-level institutions actively recruit. Membership criteria includes a 3.50 GPA and a 15 credit hour minimum requirement. The Tau Pi chapter at Prince George's Community College inducts new members in the fall semester and at the annual Student Honors Convocation in the spring. As part of the leadership, service and fellowship hallmarks, Tau Pi Chapter members may participate in a community service project each semester.

Psi Beta

Department of Psychology
301-322-0547

Psi Beta National Honors Society in Psychology for Community and Junior Colleges, encourages and recognizes student scholarship and interest in the discipline of psychology. Students enrolled in psychology classes become members by invitation from the campus chapter, which is operated by Psi Beta student members and faculty sponsors. Students are invited to join Psi Beta if they rank in the top 35 percent of their class or have an overall grade-point average of 3.00 and have at least a B average in psychology. Psi Beta participates with Psi Chi, the national honor society in psychology for senior colleges and universities, at the American Psychological Association's annual meeting and other regional conventions.

Academic Support Services and Programs

African-American Studies Institute

Marlboro Hall, Room 2028
301-322-0535

The African-American Studies Institute (AASI) at Prince George's Community College is an intellectual hub for coordinating academic programs, courses and events focusing on the African experience throughout the Diaspora. The AASI fulfills this purpose through research, advocacy, community outreach, training and partnering to facilitate the examination of national and local issues and trends that impact Prince George's County in the areas of education, health, crime, economic empowerment and workforce issues. The objectives of the AASI are to:

- Promote African-American studies courses to enrich the Prince George's Community College academic program. (Refer to African-American Studies Option.)
- Partner with civic, political, economic and educational organizations in Prince George's County to develop action plans for addressing local and national issues impacting county residents
- Serve as an archive and clearinghouse for the dissemination of information, publications, research and resources concerning Africans throughout the Diaspora
- Provide a learning-centered, community-based vehicle for faculty, students, staff, scholars and community leaders to engage in cultural, historical, educational and scientific research and programming
- Create professional development opportunities and to promote standards of excellence for students by offering apprenticeships, internships, institutes, capstone projects and service-learning
- Develop articulation agreements with historically black colleges and universities to increase transfer, retention and graduation rates among African-American students
- Promote student study abroad, faculty exchanges and international learning experiences with institutes of higher learning in Africa

Collegian Centers

The college has six Collegian Centers that bring students in particular disciplines together for academic activities and opportunities.

The six Collegian Centers are:

- **Administration of Justice Collegian Center**
For students interested in criminal justice, corrections, forensic science, paralegal/pre-law, fire science, or cybercrime investigation e-mail: AJCollegianCenter@pgcc.edu
- **Bernard Center**
For students interested in business management and accounting e-mail: BernardCenter@pgcc.edu
- **Health Sciences Collegian Center**
For students admitted to any of the Health Sciences clinical programs e-mail: HealthSciencesCollegianCenter@pgcc.edu
- **Humanities Collegian Center**
For students interested in art, communication, English, language studies, music, philosophy and theatre e-mail: HumanitiesCollegianCenter@pgcc.edu
Website: <http://academic.pgcc.edu/hcc>

- **PSE Collegian Center**

For students interested in psychology, sociology and education e-mail: PSECollegianCenter@pgcc.edu

- **STEM Collegian Center**

For students interested in science, technology, engineering and mathematics e-mail: STEMCollegianCenter@pgcc.edu
Website: <http://academic.pgcc.edu/scc>

Computer Labs

Bladen Computer Center
Bladen Hall, Room 104
301-322-0999

Health Technology Learning Center
Lanham Hall, Room 310
301-583-1583

Center for Advanced Technology Open Lab
Center for Advanced Technology, Rooms 101 and 201
301-322-0990, ext. 9091

Mathematics Learning Center
Marlboro Hall, Room 3104
301-583-5257

The college provides students with comprehensive, conveniently located academic computer support and services. Open walk-in labs, located in Bladen Hall and the Center for Advanced Technology, offer access to a wide range of educational and productivity software and are staffed with support personnel to provide individual assistance. Each open lab is equipped with networked PCs with Internet access and printing capabilities. The college also provides computer labs and services for students at the extension centers: Andrews Air Force Base, University Town Center in Hyattsville and Laurel College Center.

The **Health Technology Learning Center** provides access to computers and a variety of computer applications designed for drill, self-paced study, tutoring and prescribed learning. The lab also offers exercises in non-computer formats to accommodate the diversity of students enrolled in health science clinical programs.

The **Mathematics Learning Center** provides mathematical assistance, computer facilities and small group meeting/study rooms for credit mathematics students.

The college also has computer classrooms that support specific content areas such as accounting, art, computer information systems, continuing education, engineering technology, English, health sciences, language studies, mathematics, science and social sciences.

Developmental Studies Program

Learning Foundations Division
Marlboro Hall, Room 2118
301-322-0495

The Developmental Studies Program exists to help students develop academic skills for succeeding in college level courses. The program focuses on basic skills in reading, writing and mathematics. The program also emphasizes study and test-taking strategies, calculator and computer skills and laboratory skills—all important for success in college.

Students in the program use self-paced learning features such as computer-assisted instruction, computer-monitored feedback on individual progress and individualized laboratory experiences to improve specific skills.

Providing ways for students to make the most of their potential is a priority of the Developmental Studies Program. Students can work with mentors, counselors, faculty and peer tutors to address special needs and concerns. To give students more opportunities to use the program, daytime and evening courses are offered on the college's main campus in Largo. In addition, some developmental studies courses are offered at off-campus extension centers and online.

Most Developmental Studies courses are equivalent to four semester hours for academic load and tuition purposes and for financial aid eligibility. Equivalent Hours (EHs) are awarded to students for successful completion rather than credits. Developmental Studies courses do not carry academic credit toward a certificate or an associate degree and are not transferable to another college.

Instructional Components

Below are the four instructional components and accompanying course titles of the Developmental Studies Program. Course descriptions for each of the instructional components can be found in Chapter 6.

1. Developmental Learning Support (DLS)
2. Developmental English (DVE)
3. Developmental Mathematics (DVM)
4. Developmental Reading (DVR)

Developmental Math Redesign

The Developmental Mathematics Sequence (DMS), which includes DVM-0031, DVM-0071 and MAT-0104, has been redesigned. The DMS will be introduced (in some sections ending with an M) in the fall 2012 semester, with full implementation in the spring 2013 semester. These new classes will be very different from traditional mathematics classes. They will be scheduled in modern computer classrooms featuring an individual computer-based study using a sequence of modules. Students must master the content of one module before moving to the next module. An instructor-tutor team will be assigned to each class and provide students guidance and/or mini-lessons when needed and will include supplemental learning activities. This newly design model offers students the opportunity to work and progress more rapidly through the developmental mathematics sequence, possibly reducing the time required to complete developmental coursework. The goal is for students to complete the DMS and be successful in credit-level mathematics courses needed to earn a degree.

Marlboro Learning Lab

The college provides additional support for students needing extra help to overcome academic deficiencies. Faculty members are available in their offices on a regular basis to help students. Learning lab technicians and specialists help students learn how to use computer programs and other technology used in developmental courses. Instructional program coordinators also are assigned in the Marlboro Learning Lab to work with students in the areas of writing, reading and mathematics to ensure further understanding of software programs for drills, self-paced study, exercises on tape, video and other kinds of technologies to increase academic skills.

Trained math, English and reading tutors work with students one-on-one or in groups to overcome academic shortcomings. In addition, trained tutors in the Tutoring Center work one-on-one with students in writing and mathematics. For more information, call 301-322-0503.

International Education Center

Lanham Hall, Room 221

301-322-0750

Marlene Cohen, Coordinator

internationalcenter@pgcc.edu

<http://academic.pgcc.edu/internationalcenter>

The International Education Center is a welcome center for new students from other countries, providing academic support and assistance to students who need help with courses or with understanding the American higher education system. The center brings international and American students together for learning enrichment activities, including a variety of discussion forums that foster awareness and understanding of cultural and global issues. As a resource for faculty and staff, the center offers guidance in developing strategies to integrate globalization into the curriculum, identifies sources of educational opportunities abroad and assists with intercultural communication. Additionally, the center hosts a network of organizations in Prince George's County that serve international populations.

International Education Center Programs and Services:

- **British Debates**—The English-Speaking Union's selected British debate team presents global perspectives to Prince George's Community College students.
- **Guest Speakers**—Student panels and guest speakers present and discuss topics of interest to international students, such as the law and immigration, human trafficking, African and African-American perspectives and avenues to peace in the Middle East.
- **Global Café**—Students set up country tables at this event each semester to teach about their nations and their cultures, bringing traditional food, music, clothing, pictures and artifacts.
- **International Education Week**—This is an annual November celebration of the diverse cultures at the college.
- **International Populations Network**—This network brings together Prince George's County organizations and ethnic community groups that serve international populations, including county refugees and immigrants.
- **International Student Speakers Bureau**—International students volunteer to speak to groups on campus and in the classroom.
- **Kaleidoscope Club**—This social club provides opportunities for international students and U.S. American students to develop deeper understanding.
- **Learning Our Viewpoints**—This open student forum meets twice a month to discuss cultural, racial and religious perceptions.
- **Student Mentoring Partners**—Newcomers are paired with experienced students from their country or from the U.S. to learn how to be successful in U.S. higher education and to practice U.S. English.
- **Travel Study at Prince George's Community College**—The International Education Center offers information on travel study opportunities. For example, the Business Studies Department offers international travel during spring break. For more information on the courses that include international travel, call 301-322-0750. Other travel study opportunities can be found at the International Education Center website: <http://academic.pgcc.edu/internationalcenter> and at the Maryland Community College International Education Consortium website: www.mcciec.org.



International Student Services and Programs

Admissions and Records

Bladen Hall, Room 126

301-322-0815

Academic Advising

Bladen Hall, Room 124

301-322-0151

advise@pgcc.edu

ESL (Language Studies) Department/Courses

Bladen Hall, Room 318

301-322-0946

Speech (Communication and Theatre) Department/Courses

Queen Anne Fine Arts Building, Room 113

301-322-0926

Prince George's Community College values the diversity of the backgrounds of its students. To promote that diversity, all international students and non-native speakers of English will find ready access to a variety of coordinated programs and services that support admissions, advising, academic assessment, personal counseling, coursework and involvement in college clubs, events and activities. Quality instruction is provided in writing and reading fluent, understandable English and speaking Standard American English at a wide range of levels. Ease of entry into these and other college courses is supported by services designed to enhance the college experience.

Prince George's Community College is authorized by the Bureau of Citizenship and Immigration Services (BCIS) to issue I-20s to foreign students who wish to study at the college. Persons who wish to attend on an F-1 student visa should contact the Office of Admissions and Records or the Academic Advising Office for complete information regarding entrance criteria. This office also issues all documents needed to maintain good standing with BCIS. Students wishing to apply for any change in status should contact an International Student Advisor, located in the Academic Advising Office.

International students must meet with an advisor who will assist them in building a class schedule that places them in the appropriate English as a Second Language (ESL) and Speech Communication

(SPH) courses. All students seeking enrollment in credit courses for the first time are required to demonstrate basic academic proficiencies in reading, written and oral expression, and mathematics. English language courses for non-native speakers include instruction in grammar, writing, reading, listening, and speaking. They are designed to prepare students to communicate effectively in all settings.

Placement levels are as indicated:

	ESL Grammar	ESL Reading	SPH Speech
Basic			
Level 1	ESL-0082	ESL-0081	
Level 2	ESL-0100	ESL-0081	
Intermediate			
Level 1	ESL-0101	ESL-0105*	SPH-0951
Level 2	ESL-0102	ESL-0105*	SPH-0951
Advanced			
Level 1	ESL-0201	ESL-0106	SPH-0955
Level 2	ESL-0202	ESL-0106	SPH-0955
Mainstream			
	EGL-1010	any course with reading prerequisite	any SPH course

*Upon successful completion of ESL-0105, students are eligible to take: ACC-1000; ARB-1000; any ART except 1010; any CAP except 1050; CHN-1000; any CSM; any DVM; ENT-1600; FRN-1010; HLE-1150, 2000, 2130, 2210, 2250 and 2300; any HRT; any HSM except 1621 and 1630; HUM-1980; MAT (with appropriate Math Placement Test score); BMT-1500 and 1960; MHE-1980, 2000 and 2920; MUS-1000, 1030, 1110, 1150, and all applied MUS classes; any PED; any SLN; SPN-1010.

The Library

Accokeek Hall

Reference: 301-322-0476

Circulation: 301-322-0475

Administration: 301-322-0462

The Library provides access to a wide variety of information resources, services and technologies. Materials are selected first for their relevance to the instructional programs and second for their potential to serve the cultural and recreational interests of the college and community.

The library collection consists of approximately 100,000 volumes, 100 print periodical titles, 20,000 online periodical titles and 35,000 audiovisual materials. Skilled professionals are prepared to help locate information needed for study and research. Access to state and national information resources is provided through interlibrary loan and the Internet. Books, periodicals and audiovisual materials are accessed through the website at <http://library.pgcc.edu>.

Mentoring Program

Marlboro Hall, Room 2038

301-386-7587

Dawn K. Lewis, Coordinator
waduddk@pgcc.edu

The Mentoring Program provides first-time students (mentees) with a mentor who complements and supplements the institution's academic advising services to meet mentees' educational and career needs. The Mentoring Program offers an interdisciplinary and holistic approach to provide each mentee with an individualized and customized learning experience. Thus, the mission is to endow

each mentee with the necessary knowledge, skills and abilities to be successful in pursuit of his/her educational and career goals.

Program Outcomes:

- Increase mentees' decision-making abilities and self-confidence
- Develop rapport and a supportive relationship between mentor and mentee
- Establish a network and partnership among mentors and mentees
- Promote mentee success and learner-centered satisfaction
- Continually improve the efficacy and quality of the Mentoring Program through assessment
- Improve the college's student retention, engagement and graduation rates

Service-Learning

Lanham Hall, Room 225

301-322-0713

Betty Habershon, Director

bhab@pgcc.edu

The Service-Learning Program encourages the development of civic responsibility through students' participation in service projects within the community which support their academic objectives. Through Service-Learning, students learn actively, applying principles learned in the classroom while developing critical, reflective thinking as well as personal and civic responsibility.

Service-Learning at Prince George's Community College is an academic component that can be integrated within the coursework of most disciplines and also is available as a separate independent credit course. Students who participate enhance their academic skills, while developing a better understanding and appreciation of civic responsibility.

Tutoring Center

Bladen Hall, Room 107

301-322-0748

www.pgcc.edu/current/academicresources/tutoringwriting.aspx

The Tutoring Center provides one-on-one and small group tutoring in a variety of subjects. Students are allowed to make two one-hour appointments per subject, per week for courses in which they are currently enrolled. Appointments can be made in person, by phone (301-322-0748) or on a walk-in basis (when a tutor is available).

Limited tutoring is available at University Town Center (301-277-5934) and at Laurel College Center (410-772-4162).

For more information, contact the Tutoring Center to receive a brochure or check out the Web page.

Writing Center

Bladen Hall, Room 107

301-322-0748

www.pgcc.edu/current/academicresources/tutoringwriting.aspx

The Writing Center offers one-on-one tutoring for any writing assignment in any credit course. Faculty tutors work with students at any stage of the writing process, helping them to generate and support ideas, organize material, incorporate and document sources, revise effectively and address all other writing concerns. Grammar, ESL and speech tutoring also are offered.

Student Services and Special Programs



Advising and Transfer Services

Bladen Hall, Room 124

301-322-0151

301-583-5222 (Fax)

advising@pgcc.edu

The Advising Services staff help students develop a plan to accomplish their educational and career goals. Advisors:

- Provide pre-admission information
- Interpret placement test scores
- Assist with course selection
- Advise on general academic policies and procedures
- Provide information on transfer to other institutions
- Evaluate (unofficially) student records/transcripts to determine course/program eligibility
- Advise on choice of program of study or major appropriate for educational and career goals
- Conduct workshops on transfer, RetentionTRAX, ARTSYS and perform periodic graduation audits
- Help students develop an educational plan and monitor progress toward program completion, transfer and graduation
- Refer students to campus programs and services to meet individual needs
- Provide referrals to outside agencies and resources

Contact advisors in Bladen Hall, Room 124, 301-322-0151. Advisors for international students and for veterans also are located in Bladen Hall, Room 124. Students interested in selective admissions programs such as nursing, radiology, respiratory therapy, nuclear medicine, or health information management must meet with advisors to discuss special procedures to be followed for admission to these programs.

Advisement also is available at Andrews Air Force Base, 301-322-0778; University Town Center in Hyattsville, 301-277-5934; and Laurel College Center, 1-866-228-6110. Call 301-322-0151, for more information.

Owl Link and the Academic Advising Process

Bladen hall, Room 124

301-322-0151

advising@pgcc.edu

While Owl Link provides important online services to help students accomplish educational and career goals, Advisors provide students with an overview of Owl Link and the functions of the “My Credit Academic Records.” section of the Credit Students menu. Most importantly, advisors instruct students in the use of the academic planning tool, My Educational Plan.

My Educational Plan

This online tool allows student to plan coursework in advance, keeping them on track to successfully complete their program of study. Students electronically plan coursework in advance for their entire program of study and then register for those future semesters when registration opens to them. My Educational Plan combines several tools with the powerful “Academic Program Evaluation” to check the student’s progress by looking at four areas: 1. program requirements, 2. completed coursework, 3. in-progress coursework, and 4. planned coursework.

- Once in Owl Link, credit students can access “My Credit Academic Records” and accomplish the following directly through “My Educational Plan.”
- Verify personal and academic information.
- Review the Academic Program Evaluation for program of study requirements. This report personalizes program requirements with the student’s coursework and provides a thorough report of an individual student’s academic progress. Planned courses immediately appear on this evaluation. Course status is updated at the time of registration and again after course completion.
- Run the Course Planning Wizard where the course selection process begins. Students can select courses from one or more general education or program concentration categories for planning.
- Create a worksheet, checking course descriptions and prerequisites for proper course sequencing and select the semester each course will be taken.
- View and modify the worksheet to make changes.
- E-mail advising@pgcc.edu with questions about program requirements or course selection.

Air Force ROTC

Advising and Transfer Services

Bladen Hall, Room 124

301-322-0151

301-314-7644

www.afrotc.umd.edu

Students at Prince George’s Community College have an opportunity to enroll in the Air Force ROTC (AFROTC) Program at the University of Maryland College Park. AFROTC allows students to work toward becoming an officer in the United States Air Force while pursuing a college degree. To complete the AFROTC program, students must complete a bachelor’s degree after leaving Prince George’s Community College.

Career Services

Includes the former Center for Work-Based Learning (Internships)

Marlboro Hall, Room 2102
301-322-0109
career_jobs@pgcc.edu

The Career Services staff help students at all stages of career planning, including career exploration, choice of college major, assistance through career transitions, and assistance in acquiring internship positions or engaging in supervised work experiences that align with their major course of study. Career advisors assist clients to identify their career goals that use the clients' skills, interests, and values. The staff provides assistance to clients seeking employment by offering help with job-hunting strategies, interviewing techniques and resume writing. The office maintains job and internship announcements and a list of currently available positions in the metropolitan area. Numerous employers visit the campus throughout the year for on-campus recruitment and interviewing.

Other services available include:

- Credit (CAP) and noncredit (JCL) courses on career/life planning and college success
- Free workshops on career and life management topics
- Career counseling and advising
- Resource materials on occupations, national and regional job market projections and strategies for personal and professional development
- Computerized career guidance systems (DISCOVER, Kuder, and Optimal Resume) for assessment and information on occupations and educational programs
- Job fair (fall and spring) and career fairs
- Internet access to career resources

Internship Options

All students pursuing an Associate of Applied Science (A.A.S.) program of study may complete a "culminating experience" (capstone and/or work-based learning course). Any student who meets the reading proficiency prerequisite may enroll in WBL-2010, Preparation for Work-Based Learning. This course prepares students to participate in a work-based learning field experience, such as an internship or cooperative education. Students seeking this capstone experience are eligible to begin their work-based learning field experience after completion of 15 credits, six of which must be in their major, and achievement of a 2.00 or higher GPA.

All students regardless of degree program are encouraged to seek an internship experience that will enhance their learning and marketability with future employers. Please visit the Career Services Office for additional information.

Cashier's Office

Bladen Hall, Room 120
301-322-0691

The Cashier's Office receives bill payments and resolves student account problems. It also manages the college's deferred tuition payment program, NBS/FACTS.

Counseling Services

Bladen Hall, Room 122
301-322-0149, 0092, 0093
counseling@pgcc.edu

Counselors are available to enrolled students with personal and interpersonal problems that may be impacting their ability to succeed in college. Short-term counseling is available to help students overcome barriers and deal with cultural and school adjustments. Referrals for long-term counseling will be made to off-campus mental health service providers who charge nominal fees, whenever possible. Emergency assistance also is available in the Health Education Center, Bladen Hall, Room 132.

Disability Support Services

Bladen Hall, Room 124
301-322-0838
301-322-0122 (TTY or TDD)
DSS@pgcc.edu

Students in need of classroom accommodations must provide current medical or educational documentation and meet with DSS staff in order to arrange appropriate accommodations. Students who need interpreters, scribes or recorded materials must register and submit a paid receipt to the Disability Support Services Office no later than one month prior to the start of classes in order to avoid possible delays in delivery of needed services.

The following services are provided:

Advising Services

- Academic advisement (Bladen Hall, Room 124)
- Classroom accommodations
- Intake/interview
- Placement testing accommodations (as needed)
- Disability-related counseling

Accommodations and Auxiliary Services

- Interpreters, readers, scribes
- Notetaking services
- Recorded textbooks or enlarged print materials
- Extended time and/or permission to tape lectures

Support Services

- Liaison with community agencies
- Access to TTY, Zoomtext software, Jaws for Windows

Drug and Alcohol Abuse Prevention Program

Bladen Hall, Room 132
301-322-0845

It is the policy of the Prince George's Community College Board of Trustees to comply with the Drug-Free Workplace Act of 1988 and to provide for its employees and students a workplace which is drug-free. The president is authorized to make, promulgate, issue, rescind and amend reasonable rules, regulations and procedures to carry out this policy and to assure compliance with the Drug-Free Act of 1988. In addition, the college expects all members of the college community to comply with all federal, state, and local laws pertaining to the possession, use, manufacture, distribution, or dispensing of alcohol and drugs. A more detailed overview of the college's Drug-Free Policy and Prevention Statement can be found on the college's website at www.pgcc.edu, HEA Disclosures.

Enrollment Support Services

Admissions and Records
Bladen Hall, Room 126
 301-322-0866
 301-322-0119 (Fax)
 301-322-1904 (TTY)

In addition to processing applications for admission and conducting registration for both credit and continuing education courses, the Office of Admissions and Records performs a variety of other functions of importance to students. Some of these are:

- Determination of residency status for tuition purposes
- Evaluation of prior coursework for acceptance in transfer
- Certification of students for graduation
- Certification of veterans
- Transmittal of Prince George's Community College transcripts to other colleges and outside agencies
- Verification of enrollment to federal agencies, employers and external funding sources
- Maintenance and updating of student academic and demographic records
- Processing of requests for F-1 student visas
- Processing of petitions for admission to the Allied Health Programs

The office is open 8:30 a.m. to 8:00 p.m. Monday–Thursday and 8:30 a.m. to 5:00 p.m. on Friday.

Health Education Center

Bladen Hall, Room 132
 301-322-0845
Emergency 0111 (on-campus only)

The mission of the Health Education Center is to be a strong advocate for health education, disease prevention and health promotion to all members of the college community.

The Health Education Center also provides college-wide health promotion programs, health fair screenings, workshops, seminars, referrals and assistance to persons with disabilities, assistance with nutrition, chronic diseases, acute infections, injuries, social-emotional problems and reproductive health. Physical exams required by the various health sciences clinical programs are kept on file in the Health Education Center.

Registered nurses are available to provide free treatment to students for minor illnesses and injuries with standard first-aid and nonprescription medications, as well as blood pressure readings and monitoring. Referrals are available to mental health providers.

The college does not provide health insurance for students. However, insurance applications and information can be obtained in the Health Education Center.

Mentoring and Retention Program/ The ALANA Experience

Marlboro Hall, Room 2102
 301-322-0174
 ALANA@pgcc.edu

The ALANA (African, Latin, Asian, Native American) program provides structured mentoring relationships to improve the academic success, retention, graduation and transfer of student participants. All students are eligible to apply. ALANA encourages students to develop their full potential, develop their own vision for the future and foster a sense of connection to the campus. Some of the retention activities include individual and small group academic, career and personal support workshops; academic monitoring and development of an academic action plan; social and cultural activities; four-year college visitations; and affinity group participation designed for men, women and scholars.

Owl Success Track—First Year Experience

Marlboro Hall, Room 2102
 301-322-0180

Prince George's Community College recognizes that making the transition from high school to college is an exciting and challenging time in a student's life. Our goal is to ensure that students have a first year experience that is positive, engaging, and rewarding. The First Year Experience can make a significant impact in terms of overall level of performance, academic achievement, campus connection and advancement toward graduation.

The college requires all first year students to participate in the Owl Success Track at Prince George's Community College. This program offers incoming students an excellent way to make the most of a student's first year at Prince George's Community College.

Prior Learning Assessment Network (PLAN)

Bladen Hall, Room 124
 301-322-0437

Prince George's Community College recognizes that many students have acquired college level learning through personal and professional experiences. The Prior Learning Assessment Network (PLAN) is an opportunity for students to have their experiences evaluated for college credit through portfolio assessment. Students eligible for PLAN must have five or more years of work/life experience related to courses required in their program of study. Also, students must be eligible to take EGL-1010, have taken the course, or have completed an equivalent college-level English course accepted in transfer from another institution.

Students eligible for PLAN are allowed to enroll in the CAP-1050 Portfolio Development course. Through portfolio assessment students can earn up to 15 credit hours toward their associate degree requirements. PLAN can jump start a student's college education, make their work/life experience count toward a degree, allow students to complete their degree in fewer semesters, and reduce their total tuition costs for a degree.

Servicemember's Opportunity College

*Bladen Hall, Room 124
301-322-0820*

Prince George's Community College has been designated by the American Association of Community Colleges as a Servicemember's Opportunity College (SOC). SOC-designated institutions provide services to active-duty service members to facilitate their degree attainment while in the military. Evaluation of transfer credit and the establishment of county residency are just two areas in which policies and procedures are designed to provide easier access to public higher education for military personnel and their dependents. For more information, contact the Office of Veterans Services, Bladen Hall, Room 124.

Student Assessment Services Center

*Bladen Hall, Room 100
301-322-0090 (for Academic Testing)
301-322-0147 (for Placement Testing)*

In addition to administering the college's placement tests for new students, the Student Assessment Services (SAS) Center is the site selected by some instructors to have their classroom examinations administered outside of regular class times.

The center also coordinates the college's Credit by Examination Program, which allows students with prior experience in a given field to attempt to receive college credit for their knowledge through successful completion of challenge examinations.

Student Support Services (TRIO)

*Marlboro Hall, Room 2087
301-322-0681; TDD: 301-322-0972
SSS@pgcc.edu*

Student Support Services is a specialized program designed to provide individualized support to eligible low-income, first-generation and/or disabled college students to assist them in the completion of a college degree. The program provides tutoring, career and personal counseling, academic advising and cultural activities designed to enhance the development of academic skills, personal growth, career planning and cultural awareness. This program is funded through a four-year grant from the United States Department of Education.

Transfer Center

*Bladen Hall, Room 124
301-322-0151
transfer@pgcc.edu*

The Transfer Center is designed to provide students with the tools to make informed educational choices about transfer from the community college to four-year schools. Emphasis is placed on transfer to Maryland state universities, but some help is available for private and out-of-state schools, particularly in Virginia and the District of Columbia. Workshops are offered during the semester that attempt to help students better understand the transfer process. A statewide, Web-based articulation program (ARTSYS) is available to help students match community college courses and majors to those offered at every public university in the state. Assistance is provided in effective use of the ARTSYS program.

Computers are available for virtual college tours and catalog browsing. Transfer Day, held every semester, allows students to speak personally with college representatives from state and local four-year schools in order to validate their transfer choices.

Upward Bound (TRIO)

*Marlboro Hall, Room 1082
301-341-3013*

The Upward Bound program is designed to assist high school students who are low-income and/or potential first-generation college students to succeed in high school and to pursue postsecondary education. Reinforcement of academic coursework, individualized and group tutoring, career/college exploration and cultural trips are emphasized throughout the academic year and during the six-week summer program. This program is funded through a four-year grant from the United States Department of Education.

Veterans Services

*Bladen Hall, Room 124
301-322-0820
Veterans@pgcc.edu*

Housed within the Advising and Transfer Services Office, Veterans Services exists to help students eligible for veterans educational benefits apply for and successfully use those benefits. Help and information is available to veterans and servicepersons regarding eligibility for V.A. educational benefits, V.A. policies and procedures regarding the receipt of those benefits, and special V.A. requirements and services that exist under each V.A. benefit program. Students must contact this office to activate or continue their benefits for every semester in which they wish to use them. Most forms can be completed online. To get information about V.A. benefit programs, visit the Department of Veterans Affairs website, www.gibill.va.gov. For information and forms specific to this college, go to www.pgcc.edu/prospective/collegeServices/veteransbenefits

Vocational Support Services

*Marlboro Hall, Room 2102
301-322-0725*

Vocational Support Services (VSS) provides instructional support to students enrolled in career programs. Workshops and individual assistance are offered in study skills and learning strategies. Staff also provide classroom presentations and consult with faculty on strategies for improving student learning.

The VSS program is funded through a grant from the Maryland State Department of Education, Division of Career Technology and Adult Learning.

Campus Life and Activities

Alumni Association

Development Office
Marlboro Hall, Room 2011
301-322-0858

The Prince George's Community College Alumni Association is open to all graduates of an associates or certificate program, former students of the college who have attained a minimum of 15 credits, or Workforce Development and Continuing Education students who have completed at least 4 noncredit courses. Members of the Alumni Association receive identification cards that admit them to on campus movies, the library, Novak Field House and discounted use of the Natatorium. Members are also welcome to use the Career and Job Services Center and participate in the college's PC Purchase program.

Bookstore

Largo Student Center, First Floor
301-322-0912
www.pgccbookstore.com

Students may purchase books and supplies from the college bookstore, which is an independent facility that leases its campus location. The bookstore carries required textbooks and trade books, as well as a wide selection of supplies, athletic clothing, popular books and magazines and a variety of gift items and novelties. Special hours for holidays, registration and first week of classes are posted.

Campus Activities Board

College Life Services Office
Largo Student Center, First Floor
301-322-0853

The Campus Activities Board is a student group charged with the responsibility of creating and implementing campus-wide social, recreational and co-curricular events for the college community. The students in the organization get involved and network with faculty, administrators, agencies and college stakeholders to provide a high-quality program of activities outside the classroom at Prince George's Community College. Leaders of the Campus Activities Board are recognized student leaders who work closely with the Student Governance Board and attend college-sponsored leadership programs that prepare them to fulfill the responsibilities of their positions.

Child Care Services

Largo Campus
301-336-7740

The Childtime Children's Center offers full day care, hourly care and summer day camp child care services for the students, staff and faculty of the college. The center is an independent facility that leases its campus location. Such an arrangement allows the person with family responsibilities an opportunity to attend college classes on a full- or part-time basis. Qualified Prince George's Community College students pay a discounted hourly rate while attending classes.

Clubs and Organizations

See the current *Student Handbook* for an updated listing and descriptions of college clubs and organizations. More than 35 clubs and organizations are active on campus.

College Life Services Office

Largo Student Center, First Floor
301-322-0853

To support learning outside the classroom as well as within, the activities program at the college includes a wide variety of offerings—student governance and leadership development, intramural and intercollegiate sports, music and drama, cultural events and recreational activities—to serve the needs and interests of all campus citizens. The College Life Services Office serves as the focal point for these activities and is the point of contact for registering a campus organization, scheduling and publicizing events and receiving help with all types of activity programming projects or special needs.

To receive complete information on all organizations and an explanation of student rights and responsibilities, contact the College Life Services Office and request a copy of the *Student Handbook*. To obtain a listing of upcoming events on campus or to take the first step toward getting involved in a group or project, contact this office and ask to speak with someone for more information.

Fine Arts

Box Office
Queen Anne Fine Arts Building, Room 104
301-322-0920

The Liberal Arts division of Prince George's Community College sponsors a comprehensive cultural program that includes art exhibits (Marlboro Gallery), dance (Hallam Theatre), films (Rennie Forum), music (Hallam Theatre) and theatrical productions (Hallam Theatre). Students holding a valid college ID card are admitted free of charge to most events. Students interested in participating in one of these programs should contact the related academic department for more information.

Food Services

Largo Student Center, Second Floor
301-322-0904

The food service area on campus is operated on a contracted basis. The area consists of a full service dining hall, a cyber cafe, a vending area, catering services and food and drink machines in various campus locations. The hours of operation are as follows:

Dining Hall (Largo Student Center)
7:30 a.m.–6:00 p.m., Monday–Thursday
7:30 a.m.–2:00 p.m., Friday

Cyber Cafe (Center for Advanced Technology, Third Floor)
8:00 a.m.–8:00 p.m., Monday–Friday
8:00 a.m.–2:00 p.m., Saturday

Special hours are posted for periods when classes are not in session. Refunds on vending may be obtained from any cashier in the dining hall, located in the Largo Student Center.

Intercollegiate Athletics

Novak Field House
301-322-0518

The Prince George's Community College Athletic Department is a member of the National Junior College Athletic Association (NJCAA) and the Maryland Junior College Athletic Conference (MD JUCO). Twelve intercollegiate teams represent the college in the NJCAA and MD JUCO: men's soccer, women's soccer, men's cross-country, women's cross-country, men's indoor track, women's indoor track, women's basketball, men's basketball, men's baseball, women's softball, men's outdoor track and women's outdoor track. Student athletes must meet NJCAA eligibility requirements. Many athletes transfer to four-year colleges to continue their academic and athletic experience.

Social Media Expectations for Students

Office of Marketing and Creative Services
Kent Hall, Room 236
301-322-0916

Social media expectations apply to Prince George's Community College students who share content on college-sponsored social media. Students should safely and effectively share lawful, respectful, and relevant content that furthers the mission and vision of the college using the same social constructs they would follow in face-to-face communication.

The following activity is prohibited on Prince George's Community College social media pages:

- Posting content that violates state or federal law
- Commercial or political activity
- Online gambling
- Endorsement of any product, service, or private organization
- Posting personal information or material protected by copyright
- Posting viruses or Trojan-infected content
- Uploading pornographic content or images that depict hazing, harassment, vandalism, or alcohol or drug paraphernalia
- Using inappropriate or profane language
- Demeaning other users
- Sharing information that could potentially harm an individual, organization, or institution

Remember, when using college social media:

- Be respectful of all viewpoints
- Adhere to all Prince George's Community College technology and computing policies
- Review the terms of service for each social media platform

The Prince George's Community College logo and visual identity are trademarked and cannot be used without permission from the Office of Marketing and Creative Services.

Prince George's Community College may choose to use content generated by members of the college's online community on the main website at www.pgcc.edu, on official social media sites, and for marketing purposes. The college's official social media sites include:

Facebook, www.facebook.com/pgccnews
Twitter, www.twitter.com/pgccnews
Flickr, www.flickr.com/photos/pgccnews
YouTube, www.youtube.com/user/mypgcc

Student Governance Association

College Life Services Office
Largo Student Center, First Floor
301-322-0888

Elected by students, the Student Governance Association represents and promotes student interests. It oversees many co-curricular activities and works with faculty and administrators to ensure student representation for the development of college policies and procedures.

Student Publications

College Life Services Office
Largo Student Center, First Floor
301-322-0853

The college supports two student-created publications. A student newspaper, *The Owl*, is published every three weeks during the fall and spring semesters. *Reflections*, a literary and arts magazine composed of poetry, short stories, artwork and essays submitted by students, is published once each semester.



Swimming and Exercise Facility

Robert I. Bickford Natatorium
Largo Campus
301-322-0676

The Robert I. Bickford Natatorium houses a 50-meter pool, training pool, weight training room and four racquetball courts. All of these are available to the college community and the public.