

STUDENT HANDBOOK

2020 - 21

+ *Monthly Term Planner*



Painting by
Student Artist
Jesse Schwan



PIERCE COLLEGE FORT STEILACOOM AND PUYALLUP

2020-21 ACADEMIC CALENDAR

For Pierce College at JBLM calendar dates, see pages 16-39 or see www.pierce.ctc.edu/calendar

SUMMER QUARTER

July 1	Instruction begins
July 1-6	Add classes <i>without</i> instructor signature
July 2	100% refund ends (first 4-week session)
July 3	Fourth of July holiday observed**
July 7	100% refund ends (8-week classes)
July 7	50% refund ends (first 4-week session)
July 7	Last day to register (first 4-week session)
July 9-14	Late registration - add classes <i>with</i> instructor signature (8-week classes)
July 14	Last day to register (8-week classes) <i>with</i> instructor signature
July 14	Last day to withdraw so class will not show on transcript (8-week classes)^
July 14	50% refund ends (8-week classes)
July 27	Instruction ends (first 4-week session)
July 28	Instruction begins (second 4-week session)
July 29	100% refund ends (second 4-week session)
Aug. 4	Last day to register (second 4-week session)
Aug. 4	50% refund ends (second 4-week session)
Aug. 4	Last day to withdraw/continuous entry registration ends
Aug. 20	Instruction ends

FALL QUARTER

Sept. 21	Instruction begins
Sept. 21-23	Add classes <i>without</i> instructor signature
Sept. 24 - Oct. 2	Late registration - add classes <i>with</i> instructor signature
Sept. 25	100% refund ends
Oct. 2	Last day to withdraw so class will not show on transcript^
Oct. 9	50% refund ends
Oct. 19	Pre-registration advising
Oct. 23	District In-Service Day*
Nov. 2	Winter student registration begins
Nov. 11	Veterans Day*
Nov. 5	Last day to withdraw/continuous entry registration ends
Nov. 16	Degree/diploma applications due in order to ensure evaluation prior to spring quarter registration
Nov. 16	Open student registration begins
Nov. 25	RPD Day*
Nov. 26-27	Native American Heritage Day and Thanksgiving**
Dec. 4	Instruction ends
Dec. 7-9	Final exams

WINTER QUARTER

Jan. 4	Instruction begins
Jan. 4-6	Add classes <i>without</i> instructor signature
Jan. 7-15	Late registration - add classes <i>with</i> instructor signature
Jan. 8	100% refund ends
Jan. 15	Last day to withdraw so class will not show on transcript^
Jan. 18	Martin Luther King, Jr. Day**
Jan. 22	50% refund ends
Jan. 25	Pre-registration advising
Jan. 28	Faculty Assessment Day*
Jan. 29	All District In-service Day**
Feb. 8	Spring student registration begins
Feb. 15	Presidents' Day**
Feb. 22	Last day to withdraw/continuous entry registration ends
Feb. 22	Open student registration begins
March 18	Instruction ends
March 19, 22, 23	Final exams

SPRING QUARTER

April 5	Instruction begins
April 5-7	Add classes <i>without</i> instructor signature
April 8-16	Late registration - add classes <i>with</i> instructor signature
April 9	100% refund ends
April 16	Graduation applications due for name in graduation program
April 16	Last day to withdraw so class will not show on transcript^
April 23	50% refund ends
April 26	Pre-registration advising
May 7	All District In-service Day**
May 10	Summer/fall registration begins
May 19	Last day to withdraw/continuous entry registration ends
May 24	Open student registration begins
May 31	Memorial Day**
June 15	Instruction ends
June 16-18	Final exams
June 18	Graduation

*No classes, college open **College closed ^Date varies if class does not follow the regular college calendar

Calendars subject to change. Please verify dates with the colleges. Emergency closures due to inclement weather and other emergencies will be relayed to major local radio and TV stations. Information will also be posted to the Pierce College website at www.pierce.ctc.edu. Visit www.pierce.ctc.edu/safety-notification to sign up for emergency notifications text alerts.

For updated information on events and activities, go to

www.pierce.ctc.edu/calendar

Cover Artist Jesse Schwan is an art major at Pierce College Fort Steilacoom. She is working toward her Associate of Arts degree and plans to transfer to Pacific Lutheran University in the fall.

THIS HANDBOOK BELONGS TO:

STUDENT HANDBOOK

+ Monthly Term Planner

VISION

Possibilities realized:
Innovative and engaged
learners enriching
our local and global
communities.

MISSION

Pierce College creates
quality educational
opportunities for a
diverse community of
learners to thrive in an
evolving world.

CORE THEMES

- Access
- Excellence
- Contribution to the Community
- Equity, Diversity, and Inclusion
- Student Learning and Success

CORE VALUES

- Learning
- Integrity
- Respect
- Accountability
- Sustainability

BOARD OF TRUSTEES

Steve Smith
Brett Willis
Angie Condon
Kristin Ray
Amadeo Tiam

ADMINISTRATORS

Michele L. Johnson, Ph.D.
District Chancellor and CEO

Julie White, Ph. D
Pierce College Fort Steilacoom
President

Darrell Cain, Ph. D
Pierce College Puyallup
President

Mike Wark
District Vice President for
Strategic Advancement
and Foundation
Executive Director

Jo Ann W. Baria
District Vice President
for Workforce, Economic
Development and Professional
Development

Holly Gorski
District Vice President for
Human Resources

Debra Gilchrist, Ph.D.
Fort Steilacoom Vice President
for Learning and
Student Success

Matthew Campbell, Ed.D.
Puyallup Vice President for
Learning and Student Success

Michael Stocke
District Chief
Information Officer

Choi Halladay
District Vice President for
Administrative Services

Mark Haskins
Pierce College at JBLM
Executive Director

Charles Parker
District Executive Officer for
Equity, Diversity
and Inclusion

Brian Benedetti
District Director
for Marketing and
Communications

Cameron Cox
Fort Steilacoom Director
of Student Life

Kelsie Nabass
Interim Puyallup Director
of Student Life

INSTRUCTIONAL DEANS

**Applied Technology &
Allied Health**
Ron May

Arts and Humanities
Holly Smith, Ph.D.

Business and Social Science
Allison Sieving, Ph. D

INSIDE ...

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**Library and Learning
Resources**
Christie Flynn

Natural Sciences
Tom Broxson, Ed. D.

**Pierce College at JBLM
Interim Dean of Instruction**
Krissy M. Kim

Transitional Education
Lori Griffin

STUDENT SERVICES DEANS

**Pierce College at JBLM
Dean of Student Success and
Enrollment Services**
Kelly Benson

**District Dean of Enrollment
Services and Financial Aid/
District Registrar**
Anne White

**Fort Steilacoom
Dean of Student Success**
Tami Jacobs

**Puyallup
Dean of Student Success**
Agnes Steward

Pierce College does not discriminate on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal in its programs and activities. For inquiries regarding compliance contact the Pierce College District Title IX Coordinator, 253-964-6519 | 9401 Farwest Drive SW, Lakewood WA 98498. This publication is available in alternate formats on request. Please contact Access & Disability Services, 253-964-6468 or ADS@pierce.ctc.edu.



/PierceCollegeDistrict



@piercecollege



/PierceCollegeDist11

PIERCE COLLEGE CAREER PATHWAYS



SCIENCE, TECHNOLOGY,
ENGINEERING, MATH



SOCIAL & BEHAVIORAL
SCIENCES, PUBLIC SERVICES



HEALTHCARE



EDUCATION



BUSINESS



ARTS &
COMMUNICATION

possibilities. realized.

PROGRAMS

UNIVERSITY TRANSFER DEGREES

If your goal is a bachelor's degree or beyond, it makes sense to attend Pierce College for your first two years. You'll pay a fraction of the cost for the same education and enjoy small class sizes and hands-on learning.

Associate of Arts (AA-DTA)

Associate of Science (AS-T)

- AS-T Track 1 for science pre-majors in biological sciences, chemistry, environmental/resource sciences, geology and earth science
- AS-T Track 2 for science pre-majors in engineering, computer science, physics and atmospheric sciences

Associate in Biology (DTA/MRP)

Associate in Business (DTA/MRP)

Associate in Construction Management (DTA/MRP)

Associate in Math Education (DTA/MRP)

Associate in Music (DTA/MRP)

Associate in Pre-Nursing (DTA/MRP)

BACHELOR OF APPLIED SCIENCE DEGREES

Pierce College now offers the following five Bachelor of Applied Science degrees:

BAS in Applied Business Management** – This online and hybrid program prepares graduates with the 21st century transferrable, technical, and management skills that are in high-demand with industry sectors.

BAS in Dental Hygiene** – This program enjoys national acclaim and recognition for consistently graduating clinically skilled and intellectually strong dental hygienists.

BAS in Fire Services Leadership and Management** – This professional development program trains existing fire service professionals to navigate the administrative, technical and operational demands of fire departments.

BAS in Homeland Security Emergency Management** – This online and hybrid program is part of a guided career pathway designed to prepare students to become 21st century emergency management professionals.

BAS in Teaching** – This degree leads to teacher licensure with dual endorsements in both P-3 education and P-3 special education. The program was designed with best practices in teacher preparation in mind.

TRANSITIONAL EDUCATION

Whether you need to finish your high school diploma or learn English, Pierce College has a program to help you build your educational foundation.

Pierce College Adult Diploma (PCAD)

Basic Education for Adults (BEaA)

English as a Second Language (ESL)

General Education Development (GED)

PROFESSIONAL/TECHNICAL DEGREES

Pierce College's professional/technical degrees and certificates are designed to provide students with the technical and related skills needed for successful employment.

ASSOCIATE DEGREES

Administrative Assistant Medical Office

Applied Accounting

Business

Computer Network Engineering

Construction Management

Criminal Justice

Database Management & Design

Digital Design

Early Childhood Education*

Fire Command and Administration+

General Office

Health Informatics and Integrated Technology

Homeland Security Emergency Management

Kinesiology*

Medical Billing and Coding

Nursing (ADN)**

Occupational Safety and Health Technician^*

Office Management

Paraeducation

Physical Therapist Assistant^^++

Social Service/Mental Health

Veterinary Technology**

CERTIFICATES

Accounting Office Assistant

Accounting Technology

Application Development

Athletic Coaching

Bookkeeping Office Assistant

Business

Business Analysis

Computer Systems Administration

Construction Management

Construction Safety Technician

Criminal Justice

Customer Service

Emergency Medical Services

Entrepreneurship

Explorer/Cadet Pre-Law Enforcement

Forensic Technician

Health Care Database Management and Design

Homeland Security Emergency Management

Human Resource Management

Integrated Business Technology

Marketing

Medical Billing and Coding

Medical Office Assistant

Office Assistant

Paraeducator - Initial Certificate

Paraeducator - State Certificate

Personal Training

Project Management

Retail Management

Sales

Short Project Management

Social Media Marketing

Social Service/Mental Health

State Early Childhood Education Certificate

State Initial Early Childhood Education

State Short Early Childhood Certificate of Specialization - Administration

State Short Early Childhood Certificate of Specialization - Family Child Care

State Short Early Childhood Certificate of Specialization - General

State Short Early Childhood Certificate of Specialization - Home Visitor/Family

State Short Early Childhood Certificate of Specialization - Infants and Toddlers

State Short Early Childhood Certificate of Specialization - School Age Care

Supervision and Management

Tribal Homeland Security Emergency Management

Virtual Design and Construction for Construction Management

* Applied Science – Transfer Degree (AAS-T)

**Special admissions procedures apply

^ Collaboration with Edmonds Community College

^^ Collaboration with Whatcom Community College

+ Collaboration with the Tacoma Fire Department

++ Associate in Science (AS)

MONEY FOR COLLEGE

Pierce College provides students with a variety of options to assist with financing their education.

FINANCIAL AID
253-964-6544
Financialaid@pierce.ctc.edu
www.pierce.ctc.edu/financial-aid

Financial aid comes in many forms – grants, scholarships, loans, work-study jobs and other sources.

To apply:

1. File a FAFSA or WASFA each year. School Code: 005000
 - FAFSA: www.fafsa.gov
 - WASFA: readysetgrad.org/wasfa
2. Log in to your financial aid portal:
www.pierce.ctc.edu/financial-aid
 - Check the status of your financial aid award.
 - Verify there are no outstanding documents needed to finalize your award.
 - Review your award amounts.
3. Manage your financial aid, review financial aid terms and conditions

Communication of financial aid status will be sent to the official student email address.

• GRANTS

Federal, state and Pierce College grants are awarded to eligible students with financial need (as determined by the FAFSA/WASFA).

• STUDENT LOANS

Federal Direct Stafford Loans are available to students who complete a FAFSA application. There are two types of Stafford Loans: subsidized and unsubsidized. Subsidized Direct Stafford Loans are based on financial need. Subsidized loans do not accrue interest while you are enrolled at least half-time. Unsubsidized Direct Stafford Loans are not need based. Unsubsidized Stafford Loans will accrue interest after they are disbursed to your student account. Both must be repaid.

• WORK STUDY

www.myinterfase.com/pierce_ctc/student
www.pierce.ctc.edu/workstudy

Federal and state work study programs provide part-time employment (on or off campus) to students based on financial need.

SCHOLARSHIPS

253-864-3370
www.pierce.ctc.edu/scholarships

Scholarships are available through the Pierce College Foundation, as well as outside organizations. Eligibility requirements vary, but those applying for Foundation scholarships must be taking at least 10 credits and have a 2.0 or higher GPA.

TUITION INSTALLMENT PLAN (TIP/FIP)

FS: 253-964-6700
PY: 253-840-8405
www.pierce.ctc.edu/tuition-tip

The Tuition Installment Plan (TIP) and the Fee Installment Plan (FIP) are programs that allow you to pay for your education in interest-free installments that make budgeting the costs of your education easier. Payments are made in three installments. (Payments are adjusted depending on the time the plan is started.) There is a nonrefundable enrollment fee of \$25.



VETERANS SERVICES

FS: 253-964-6505
PY: 253-864-3194

www.pierce.ctc.edu/veterans

The VA offers educational benefits programs for veterans, dependents, reservists and National Guard members. Veterans Educational Benefits Offices at FS/PY can assist with applying for and maintaining these benefits.

MILITARY TUITION ASSISTANCE

JBLM: 253-964-6567

www.pierce.ctc.edu/jblm-funding

Military Tuition Assistance is a benefit paid to eligible members of the Army, Navy, Marines, Air Force, and Coast Guard. Each service has its own criteria for eligibility, obligated service, application processes and restrictions. This funding is usually paid directly to the institution by the individual services. Contact your servicing education center to initiate your benefit.

OPPORTUNITY GRANT

FS: 253-964-6577

PY: 253-840-8329

www.pierce.ctc.edu/scholarships-oppggrant

Funding may be available for tuition and fees for approved professional/technical programs. Visit the website for eligible programs and requirements.

FOSTER CARE ALUMNI

FS: 253-964-6577

www.independence.wa.gov

Students age 24 and younger, who were in foster care or were wards of the courts, may be eligible for special scholarship funding.

START NEXT QUARTER

253-964-6265

www.startnextquarter.org

A free, online survey tool for identifying possible funding sources for those pursuing a professional/technical degree or certificate.

WORKER RETRAINING

253-964-6265

www.pierce.ctc.edu/workforce-worker-retraining

Worker Retraining funds may be available for tuition and books for unemployed, underemployed, dislocated workers, displaced homemakers, recently separated veterans or active duty soon to separate and enrolled in professional/technical programs. See the program website for program qualifications and details.

WORKFIRST

253-912-3617

www.pierce.ctc.edu/workforce-workfirst

Students who receive Temporary Assistance for Needy Families (TANF) and participate in the state's WorkFirst program may fulfill their work requirement by going to school. Services may include assistance with tuition and books, as well as qualifying for DSHS subsidized childcare.

BFET-BASIC FOOD, EMPLOYMENT AND TRAINING

253-964-6264

www.pierce.ctc.edu/workforce-bfet

Students who receive SNAP (Supplemental Nutrition Assistance Program) food assistance may qualify for DSHS-subsidized childcare. They can also count school as a work activity in order to maintain food assistance eligibility.

RESOURCE GUIDE

ACCESS AND DISABILITY SERVICES

FS: 253-964-6468 | CAS 300, Welcome Center

PY: 253-964-6468 | ADM 106, Student Success

JBLM: 253-964-6468

ads@pierce.ctc.edu

Access and Disability Services (ADS) is dedicated to ensuring access and inclusion for all students with disabilities at Pierce College. ADS serves students with both temporary and permanent disabilities. We provide academic adjustments and/or auxiliary aids or services to qualified students with disabilities. Students may also find additional support through assistive technology on both Fort Steilacoom and Puyallup campuses. Please contact us for more information.

ADVISING

FS: 253-964-6705 | CAS 300, Welcome Center

PY: 253-840-8431 | ADM 106, Student Success Center

FS/PY: www.pierce.ctc.edu/advising

JBLM: 253-964-6567 www.pierce.ctc.edu/jblm-advising

You'll find knowledgeable, friendly staff that can help you choose your classes, chart your education or career path, and assist you through the registration process.

ASPIRE PROGRAM

FS: 253-964-6300 | CAS 301

Asian Americans and Pacific Islanders Reaching their Potential through Education. ASPIRE is a grant funded program that provides support to Asian American and Pacific Islander students attending Pierce College Fort Steilacoom. This free support includes cultural and educational mentoring; assistance with academic, financial, and career goal setting; assistance researching and applying for scholarships; and service learning opportunities. Funds are provided by the Asian American and Native American Pacific Islander Serving Institutions (AANAPISI) grant from the U.S. Department of Education through September 30, 2021.

ATHLETICS

FS: 253-964-6613 | HEF

PY: 253-864-3316 | HEP

www.pierceraiders.com

Raider Athletics fields intercollegiate teams that participate in the highly competitive Northwest Athletic Conference (NWAC), which is composed of 36 regional members in Washington, Oregon, Idaho and British Columbia. The Raiders field teams for women in basketball, cross country, soccer, softball, and volleyball; and for men in baseball, basketball, and soccer. Pierce College Fort Steilacoom serves as home for the baseball, men's and women's basketball, women's cross country, and volleyball teams. Pierce College Puyallup is home to the men's and women's soccer and women's softball programs. Intercollegiate athletic participation is open to any full-time student (enrolled in 12 or more credits) who has completed high school and is attending any of the district's campuses. Students interested in trying out for one of these teams are advised to contact the Athletic department at Fort Steilacoom or Puyallup. Admission to all Raider Athletic events is free for students with a current student ID card. Schedule information may be obtained at the Health Education Centers at the Fort Steilacoom and Puyallup colleges, or online at www.pierceraiders.com. Pierce College also provides opportunities for students wanting to show their school spirit on the Raider Cheer Squad and Raider Mascot Team. For additional information, contact the district Athletics department.

BOOK BOARD

FS: 253-912-3659 | CAS 418, Student Life Office

PY: 253-840-8487 | CTR 210, Student Life Office

The Puyallup Office of Student Life maintains a Facebook page that allows students to post used textbooks they are selling at a discounted price. Students who are interested in selling their textbooks should visit: www.bit.ly/puyallupbookboard

The Fort Steilacoom Book Board is located at the Office of Student Life.

BOOKSTORES

FS: 253-964-6508 | CAS 390

PY: 253-840-8411 | CTR 240

www.pierce.ctc.edu/bookstores

Bookstores at both colleges carry textbooks, school supplies, calculators, reference materials and assorted imprinted items. The bookstores can order most books and supplies not available in the store. The bookstores gladly offer refunds and exchanges on textbooks (with receipt and in the condition sold) bought and returned within the first week of the current quarter.

• RENTALS

Rentals are one of several cost-saving options offered to students. Customers can rent select textbooks in store or online at between 35-80% of the new book selling price. Students simply rent the book through our store website or in our store and then check-in the book at the end of the term. Visit www.bnctextbookrental.com for more details.

• USED BOOK BUY BACK

A book buy back service is offered for students who do not wish to keep their textbooks. The value of a book is determined by the demand for that title nationally. Students can receive up to half the current value. The bookstore does buyback on a daily basis, but the best time is during the last 2-3 weeks of each quarter. The prices paid back to students and the selected titles are based on a number of criteria. See the bookstore for details.

CHILD DEVELOPMENT CENTERS

FS: 253-912-3680 | MILGARD CHILD DEVELOPMENT CENTER

PY: 253-864-3302 | GARNERO CHILD DEVELOPMENT CENTER

www.pierce.ctc.edu/child-centers | children@pierce.ctc.edu

The Pierce College Child Development Centers provide affordable, accessible child care in a quality early childhood environment that recognizes children, parents and staff as part of a campus-based learning community.

CLUBS AND ORGANIZATIONS

FS: 253-912-3659 | CAS 418, Student Life Office

PY: 253-840-8487 | CTR 210, Student Life Office

www.pierce.ctc.edu/student-programs

Student organizations are key to rounding out your campus experience! Find opportunities to enjoy student life, engage in cultural activities, volunteer, and meet people on campus. You can find a list of active clubs or learn how to start your own club by visiting the Student Life office.

COMMUNITY & CONTINUING EDUCATION (CCE)

253-840-8452

www.PierceCE.com

Join us on your personal enrichment journey! Our short-term noncredit courses will help you upgrade your professional skills, start a new career or learn a creative hobby for fun and leisure. Visit our website for course offerings.

COMPUTER LABS

FS: 253-964-6310 | OLY 301

PY: 253-840-8437 | CTR 272

www.pierce.ctc.edu/computer-labs

Student Technology Assistance Team:

www.pierce.ctc.edu/computer-labs-stat

Pierce College computer labs are equipped with up-to-date computers (including Chromebooks). Wi-Fi is available for personal devices. A wide variety of available software provides avenues to increase personal skills in word processing, graphic design, spreadsheets, programming and more. Knowledgeable staff is available during all open hours to assist students in building computer skills and completing coursework. Help accessing Wi-Fi, email, Canvas and mobile devices is available in the labs or at STAT (Student Technology Assistance Team) stations at each campus.

COUNSELING SERVICES

FS: 253-912-3602 | CAS 300, Welcome Center
PY: 253-840-8443 | ADM 106, Student Success Center
www.pierce.ctc.edu/counseling

Life happens inside and outside the classroom and sometimes this can cause problems for students. Counseling can help students sort through their difficulties. Faculty counselors at both colleges are licensed mental health counselors for the state of Washington. They are trained to provide short-term personal counseling for students; to provide consultation to faculty, staff and students; and to make appropriate referrals to community agencies. Faculty counselors also provide a wide range of services, including crisis intervention and presentations on issues common to the college environment.

DENTAL HYGIENE CLINIC

FS: 253-964-6694 | CAS 133 Reception; Clinic 127

The Pierce College Dental Hygiene Clinic, located at Pierce College Fort Steilacoom, provides low-cost preventive and limited restorative dental services to the public.



Dental hygiene students perform all services under the expert instruction and guidance of licensed, professional dental hygienists and dentists. Services include oral health assessments, dental x-rays, preventive and desensitizing services, non-surgical periodontal services, sealants, limited restorative (tooth-colored and silver fillings), and fluoride treatments. Local anesthesia (numbing) and nitrous oxide (laughing gas) are available to improve your comfort during your treatment.

Your first appointment is a one-hour, free, limited oral health assessment. This is needed to determine whether you are eligible to be accepted as a patient in our clinic. All patients must meet the learning and curricular needs of our dental hygiene students.

Please note that as a teaching clinic, appointments typically last up to four hours in length, and it may take several appointments to complete your treatment. Accepted patients must be able and willing to make this time commitment.

The dental hygiene clinic is only open when the college is in session. We are closed all holidays, between quarters, and with school closures due to inclement weather or emergencies.

To schedule your free, limited oral health assessment appointment, please call 253-964-6694.

ADDITIONAL INFORMATION: We are not an emergency dental clinic, a dental office, or dental home. The clinic prices are reduced by 80-95 percent of private dental offices. Special pricing for Pierce College students, veterans, active duty military and dependents of active duty military and veterans are available for select preventive and non-surgical periodontal services.

DESIGN STUDIOS

FS: 253-964-6558 | Design Studio, CAS 405, Library
PY: 253-864-3267 | Design Studio, AAH 132
www.pierce.ctc.edu/library-media

The Design Studios provide students with the tools to make digital projects, including web development, graphics and animation, digital audio and video, and multimedia authoring using a number of software programs. A member of the Student Technology Assistance Team (STAT) is available during all open hours to assist students with DSLR cameras and camcorders as well as peripheral equipment such as microphones, tripods, and lighting equipment. These knowledgeable assistants also provide one-on-one help to students enrolled in a variety of classes in which multimedia is required.

eLEARNING

FS: 253-964-6244 | CAS 322
www.pierce.ctc.edu/elearning

eLearning enables you to take advantage of different online learning possibilities, including online, hybrid and web-enhanced courses. Visit our website to take the SmarterMeasure self-assessment to see if eLearning is right for you. Consider registering for the FREE eGO course, offered at the beginning of each quarter, to learn how to be the best online student possible! Also, CIS103 will teach you more of the study skills needed to be a successful student—online or in the classroom.

EMERGING LEADERS ACADEMY (ELA) CERTIFICATES

FS: 253-964-6598 | CAS 418, Student Life Office

The Emerging Leaders Academy is a free leadership development program focused on servant leadership and service learning. Students who complete the ELA track can earn a co-curricular certificate in an area of leadership. Multiple certificate tracks are offered in the program. This is a self-paced program that provides flexible options for certificate completion.

FINE ARTS GALLERY

FS: 253-864-3398 | OLY 265
PY: 253-864-3398 | AAH lobby
www.pierce.ctc.edu/galleries

Both Pierce College Fort Steilacoom and Puyallup fine arts galleries offer quarterly exhibits by professional artists of regional and national stature. Additional exhibits include the annual Pierce College Art Faculty Show and Pierce College Student Art Competition. Admission is always free. The Fort Steilacoom Fine Arts Gallery is located on the second floor of Olympic South Building. The Puyallup Fine Arts Gallery is located in the lobby of the Arts and Allied Health Building.

FITNESS FACILITIES/RECREATION

FS: 253-912-3738 | HEF
PY: 253-864-3280 | HEP
www.pierce.ctc.edu/hef

FORT STEILACOOM FACILITIES: The Fort Steilacoom Health Education Center offers physical education classes, continuing education fitness classes, Raider Intercollegiate Athletics and intramurals. The facility houses an exercise area containing a variety of weight and cardio training machines, as well as a gymnasium for intercollegiate volleyball and basketball and for intramural sports. Adjacent to the Health Education Center is Fort Steilacoom Park, which offers an excellent area for jogging and walking. The Fort Steilacoom Health Education Center is open for recreational use to students, staff, faculty and the general public.

PUYALLUP FACILITIES: The Health and Education Center at Puyallup focuses on student health and wellness. The facility includes state-of-the-art equipment that targets strength, functional and cardio exercise. It also includes an exercise room, where a variety of physical education classes are offered, lockers, showers and a multipurpose classroom. Audio and visual gear offer students opportunities for music and television viewing. Wireless technology is provided. Equipment for free checkout includes medicine, stability and bosu balls; exercise and yoga mats; jump ropes; agility hurdles and ladders; and much more.

FOOD SERVICES

FS: 253-964-6546 | CAS 417
PY: 253-840-8456 | CTR 140

FORT STEILACOOM: The Fresh Stop Café, a full-service cafeteria on level 4 of the Cascade Building, provides a complete line of hot foods, freshly prepared salads, wraps and sandwiches, a selection of “grab-and-go” items to take out or enjoy in the Café, grill items, made to order pizza, and beverages. The espresso bar, located in the Olympic building, offers a variety of espresso drinks (hot and cold), Italian sodas, gourmet snacks and “grab-and-go” items. Snack and beverage vending machines are also available at various locations around the campus.

PUYALLUP: The cafeteria at Pierce College Puyallup includes a professional food service company that provides a full line of hot foods, grill and deli specialties, snack items, espresso bar and beverages. Snack and beverage vending machines are also available at various locations throughout the campus.

GET HELP

www.pierce.ctc.edu/help

Visit our new Get Help web page to find assistance with food, housing, jobs, financial aid, counseling and more. Here, you'll find resources to support you through your college journey.

HEALTH AND WELLNESS

FS: 253-912-3659 | CAS 418, Student Life Office
PY: 253-840-8487 | CTR 210, Student Life Office
www.pierce.ctc.edu/student-programs

Health and wellness information is available in racks around campus at Fort Steilacoom and Puyallup and in the Student Life office at Fort Steilacoom. Information on a variety of programs and services are available.

ID CARDS

FS: 253-912-3659 | CAS 418, Student Life Office
PY: 253-840-8487 | CTR 210, Student Life Office

The student's first ID card is free and may be obtained from the Student Life offices after being registered for classes more than 48 hours. The student's ID number and picture ID is needed to obtain a student ID card. ID cards allow use of computer labs, library, entry to the Health Education Centers, and to receive discounted tickets to college sponsored events. If a replacement ID card is needed within the first year of obtaining the card, a \$5 fee for a new card can be paid at the Cashier's office. If it has been over a year since the student's last ID card was obtained, there is no cost.

IDENTITY, CULTURE, AND INCLUSION LEADERSHIP CERTIFICATE (ICI)

PY: 253-840-8415 | CTR 210, Student Life Office

The Identity, Culture, and Inclusion Leadership Certificate (ICI) is a diversity training co-curricular certificate program offered at the Puyallup campus. ICI empowers students to develop multicultural leadership skills through awareness of themselves, others, and engagement with community.

JOB AND CAREER CONNECTIONS/INTERNSHIP/EMPLOYMENT

FS: 253-964-6265 | CAS 300, Welcome Center
PY: 253-964-6265 | ADM 106, Student Success Center
www.pierce.ctc.edu/workforce-connections

Provides resources and services for students, alumni, staff and community members to explore: career options, education pathways, internships, employment, job search, resume, cover letter, interview skills, funding eligibility and community resource referrals.

Visit during walk-in hours from 8-11 a.m. or make an appointment.

LIBRARY

FS: 253-964-6547 | CAS 400, Library
PY: 253-840-8300 | LSC 212, Library
www.pierce.ctc.edu/library

The libraries at both colleges include resources in a variety of formats, including over 100,000 books in print, 118,000 e-books, 8,000 current periodicals available through online databases, newspapers, DVDs, and much more. Chromebooks, Wi-Fi hotspots, cameras, calculators and other media equipment can be borrowed, too. Primo, the library's online catalog, provides access to the library's collection of books and DVDs at both campuses as well as online articles, e-books, and streaming films. Books and other physical items can be easily transferred between campuses and materials can also be accessed from other libraries through interlibrary loan. Access to the library's catalog and online databases is available 24/7 through the library's website and is available from on and off campus. Personal research assistance from a Pierce College librarian is available

at the reference desk, via phone, or via email during most library hours. Students may also connect with a librarian 24/7 through instant messaging. These services can be accessed from the library's homepage. Librarians teach classroom sessions on research strategies; these can be arranged by your professors. Writing assistance is conveniently located within each library. Study rooms equipped with large monitor screens are available to students for group work and for in-library viewing of videos on course reserve. Family friendly as well as silent study spaces are also available.

MULTICULTURAL LEADERSHIP INSTITUTE (MLI) CERTIFICATES

FS: 253-964-6598 | CAS 418, Student Life Office

The Multicultural Leadership Institute (MLI) is a diversity training co-curricular certificate program offered at the Fort Steilacoom campus. The goal of the MLI program is to increase diversity competency by focusing on areas such as cross-cultural awareness, communication, justice and reconciliation. Multiple certificate tracks are offered. This is a self-paced program that provides flexible options for certificate completion.

MUSIC PERFORMANCE GROUPS

FS: 253-964-6652
PY: 253-864-3324
www.pierce.ctc.edu/music

Pierce College musical groups are open to students and community members. Students are able to learn from experienced community members and challenge themselves with creative repertoire in an academic setting. Both Puyallup and Fort Steilacoom campuses offer a non-auditioned Concert Choir as well as an auditioned Chamber Choir. Pierce College Puyallup also offers instrument ensembles with a Concert Band and an Orchestra. Ensembles perform in quarterly concerts, engage in local and regional festivals, and participate in performance tours. College credits are earned for performing in these groups, and can be used as part of the completion of the AA degree. Community members can register for the classes through continuing education.



PUBLIC TRANSPORTATION

www.piercetransit.org

Pierce Transit bus routes 212 and 214 serve Pierce College Fort Steilacoom. Route 410 serves Pierce College Puyallup. Students interested in carpooling are encouraged to register with Pierce Transit's free, computerized ride-matching service at rideshareonline.com. It's a simple, easy and secure way to find a rideshare partner. With this easy to use ridematch tool, you'll be put in touch with other smart carpoolers. Bus route schedules are available at the Student Life and registration offices at Puyallup and the Student Life office at Fort Steilacoom. For additional information on special rate passes, Regional Reduced Fare Permits, and other route and schedule information, contact Pierce Transit Headquarters at 253-581-8000.

SAFETY/SECURITY OFFICES

FS: 253-964-6751 | CAS 311
PY: 253-840-8481 | ADM 117
www.pierce.ctc.edu/campus-safety

Officers are on duty 24/7. Visit the campus safety website for office hours.

If there is an emergency situation that requires police, fire department or ambulance, dial 911 from any college phone. Emergency phones are located at most college building entrances (see campus maps at the back of this handbook for specific phone locations). Someone should also contact campus safety immediately to provide basic first aid and to direct emergency personnel to the proper location.

Criminal or illegal activities at the colleges are not tolerated. Students are asked to immediately report any such activities to campus safety so they may be dealt with in a timely and consistent manner.

Parking Permits: Stop by campus safety with a state vehicle registration to get a parking permit or carpool pass.

Courtesy services provided by campus safety include:

Lost and Found: Lost and found services are provided in the campus safety office at either college.

Escort Service: Campus safety personnel provide escort service from campus buildings to student vehicles upon request.

Disabled Vehicle Services: Campus safety personnel can provide vehicle battery jumps, vehicle door unlocking if keys are lost or locked inside, and preliminary investigation of a vehicular collision or auto vandalism report.

Building Access: Campus safety personnel can provide access to secured areas (for example, if personal belongings are left in a classroom). To gain building access during weekends or quarter breaks, students must have a signed authorization from a division dean or other college administrator.

SCIENCE DOME

FS: 253-964-6440 | RAI 263
www.piercecollegedome.com

The Pierce College Science Dome is a 58-seat digital planetarium that is the only one of its kind in the South Puget Sound region. The Science Dome offers live astronomy presentations, full dome videos, interactive children's shows, K-12 field trips, Pierce College class instruction, student club activities and special events.

STUDENT ACTIVITIES

FS: 253-912-3659 | CAS 418, Student Life Office
PY: 253-840-8487 | CTR 210, Student Life Office
www.pierce.ctc.edu/student-programs

Activities for students are coordinated by a student programming board at each college. These boards plan educational, cultural, social and entertainment, health and wellness, and recreational events for the students of Pierce College. Events include workshops, speakers, musicians, comedians, films, outings and tournaments.

Students who serve on the programming boards gain a broad range of leadership and team-building experience and skill-building opportunities. These include leadership development, event planning, budget management, public relations, problem solving, and communication.

STUDENT EMAIL

www.pierce.ctc.edu/student-email

Pierce College uses the student email system as the official means of communicating with students. Log in to your Pierce College student email account after you apply and check it on a regular basis.

STUDENT GOVERNMENT

FS: 253-964-6598 | CAS 418, Student Life Office
PY: 253-840-8487 | CTR 210, Student Life Office
www.pierce.ctc.edu/student-programs

Student government serves as the representative voice of the Associated Students of Pierce College. All Pierce College students may express opinions, interests and concerns regarding their educational experience through their student representatives in student government.

Student government develops and executes procedures and policies dealing with the affairs of the Associated Students. It works closely with the faculty, staff and administration, representing the students' perspective in the college governance process. Each college has an approved student constitution that governs the general operations of student government and its programs and organizations. A copy of the constitution is available in the Student Life office of either college.

The Fort Steilacoom Student Government includes a president, vice president and five senators. Selections are held in the spring.

The Puyallup Student Government includes a president, vice president of activities, and vice president of clubs and organizations and four senators. Selections are held in the spring.

Students are encouraged to take part in the leadership opportunities Pierce College has to offer. Contact student government or Student Life for more information.

STUDENT PORTAL

my.pierce.ctc.edu



MyPierce allows students to access a number of college services.

Scheduling and advising tools can be used to find an advisor, look up faculty office hours, check the availability of classes, plan a schedule, and search the online course catalog.

Registration and records tools provide information on registration dates and times, and allow students to register for classes, check their status on wait lists, view their schedule, and check grades and transcripts.

Affordability tools can be used to pay tuition and fees online and access important tax credit information.

Set and reset your password to your student email by using the self service password management and setup two factor authentication. Go to www.aka.ms/ssrsetup

Log in using your student ID number and inquiry PIN

Inquiry PIN: Birthdate MMDDYY

Example: SID: 925501234; inquiry PIN: 081089

NOTE: Financial aid status can be reviewed through the Financial Aid Portal.

STUDENT PUBLICATIONS

• THE PIONEER
FS: 253-964-6604 | CAS 323
piercepioneernews.com

 /piercepioneernews

 @piercepioneernews


The Pioneer is Fort Steilacoom's award-winning student publication. The news magazine is published monthly with daily updates on the website.

The Pioneer helps students keep pace with current issues, upcoming activities and life at Pierce College. Paid editorial positions are available, and students may earn credits while gaining skills in news gathering and writing, computer design and desktop publishing, digital imaging, photography, advertising, web maintenance, social media and working as part of a creative team.

• THE PUYALLUP POST
PY: 253-840-8496 | CTR 218
www.puyalluppost.com

 /thepuyalluppost

 @puyalluppost

 @puyalluppost

The Puyallup Post, the award-winning student newspaper at the Puyallup campus, informs students, staff and faculty members about news and issues affecting the campus. Published four times per quarter during fall, winter and spring, The Puyallup Post helps newspaper staff members learn the basics of writing and editing, understand the responsibilities that accompany a free press, develop team-building skills, experience collaborative creativity, and learn computer skills involved with publishing.

• SLAM: STUDENT LITERARY AND ARTS MAGAZINE

FS: 253-864-3168
PY: 253-864-3168

SLAM, the Student Literary and Arts Magazine, is an annual publication dedicated to showcasing the creative abilities of Pierce College District students through stories, poems, dramas, essays and works of art. Students help determine the content, layout and design of the publication. The annual release date for SLAM occurs in May. Copies are available free of charge across all college locations.

SUPPLEMENTAL INSTRUCTION

FS: 253-964-6489 | CAS 504
PY: 253-864-3387 | CTR 170
www.pierce.ctc.edu/tutoring

Supplemental Instruction is a peer-facilitated study program that targets historically difficult courses that prevent students from continuing through to completion of a degree or transfer courses. The informal study sessions are facilitated by Supplemental Instruction (SI) Tutors, who are proficient in the subject area and trained to maximize learning, empowering students to achieve academic success and attain their goals. SI study sessions integrate content and learning skills in a collaborative learning environment that promotes active learning, student-to-student engagement, and concept mastery as students work together on learning activities, comparing notes, discussing concepts, and developing effective study strategies.

TRiO STUDENT SUPPORT SERVICES

FS: 253-912-3644 | CAS 301
trio@pierce.ctc.edu
www.pierce.ctc.edu/trio

TRiO Student Support Services provides comprehensive support to eligible students attending Pierce College Fort Steilacoom who are pursuing an associate degree and intending to transfer to a four-year college upon completion. This free support includes math review, transfer planning and financial literacy support, scholarship and financial aid assistance, and visits to four-year colleges. Funds are provided by a grant from the U.S. Department of Education through Aug. 31, 2020.

TUTORING

FS: 253-964-6737 | CAS 504
PY: 253-864-3258 | CTR 170
www.pierce.ctc.edu/tutoring

The Peer Academic Support Services provide students with a learning community environment where they can work with their peers and instructor recommended, highly trained tutors to maximize their academic potential. Students may choose from subject-specific peer-led study groups, general drop-in tutoring, peer mentoring appointments, embedded tutoring (available mainly in key STEM courses), online e-tutoring, and study skills workshops. The centers are open six days a week, all services are free, and every attempt is made to accommodate each student's request as staffing and availability allows. Students wishing to become tutors must have a grade of 3.0 and instructor recommendations for any subjects they will tutor. Tutoring positions are paid positions and do not require work-study eligibility. Training and professional development is provided.

THEATRE/FILM PRODUCTIONS

FS: 253-964-6659 | CAS 320
PY: 253-840-8396 | AAH 110
[Purchase tickets online at PierceCollegeEvents.com](http://PierceCollegeEvents.com)

Auditions for theatre productions are open to anyone wishing to benefit from an educational theatre setting. Each production offers learning experiences in set design and construction, promotion, wardrobe, makeup, props, stage management, lighting, sound and special effects and acting.

Cast and crew enjoy unique training opportunities afforded by theaters located on each campus.

VETERANS RESOURCE CENTER

FS: 253-964-6364 | CAS 425
PY: ADM 106

www.pierce.ctc.edu/veterans-resource-center

The Veterans Resource Center provides a single point of contact to coordinate veteran student support services. The center offers a textbook lending library, computers for student use, quiet study areas, opportunities to connect with other veteran students and resources, and referrals to community service providers who can assist veterans with transitioning to the civilian life.

Students who have served in the military and/or their dependents are invited to visit the Veterans Resource Center in Cascade 425 and Gaspard Administration 106.

VETERANS SERVICES

FS: 253-964-6505 | CAS 310
PY: 253-864-3194 | ADM 115

The Veterans Services Offices (VSO) provide assistance for students who are using their VA Education Benefits. Students using benefits should contact the VSO at the campus they will primarily attend. Services are offered at the Stone Education Center on Joint Base Lewis-McChord on Mondays, or students may visit the VSO that is most convenient for them.

VOTER REGISTRATION

FS: 253-912-3659 | CAS 418, Student Life Office
PY: 253-840-8487 | CTR 210, Student Life Office
www.pierce.ctc.edu/student-programs

Voter registration information and forms are available in the Student Life office at either college.

WRITING CENTER

FS: 253-964-6252 | CAS 403, Library
PY: 253-864-3378 | LSC 207
www.pierce.ctc.edu/writing-center
<https://pierce.instructure.com/courses/1762129>

Writing Centers, located inside the library on both campuses, help guide students through all stages of the writing process and with all writing tasks at Pierce College. Peer and professional writing tutors assist students with brainstorming, structuring, referencing, editing and formatting issues. Note, however, that writing tutors cannot edit or proofread students' work for them.

Students can use this free service through either brief drop-in appointments or by pre-booking longer consultations of up to 50 minutes. Students can also receive online writing assistance through the Northwest E-Tutoring Consortium. and limited in-house online appointments. The Writing Centers are open Monday through Saturday.

Students interested in becoming a trained peer writing tutor should have a grade of 3.2 or above in English subjects and a minimum 3.0 overall GPA. They should be excellent writers with an interest in helping others become better writers.

COLLEGE POLICIES

Please refer to the www.pierce.ctc.edu/catalog for additional policy information.

NOTIFICATION OF STUDENTS' RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

www.pierce.ctc.edu/ferpa

The Family Educational Rights and Privacy Act (FERPA) is a federal law regarding the privacy of student education records and the obligations of the institution to maintain confidentiality of these records. In accordance with FERPA, students have the right to: inspect and review their education records; request the amendment of an education record they believe is inaccurate, misleading or in violation of the student's rights of privacy; have some control over the disclosure of information from their education records; and file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. For more information, review the FERPA web page noted above.

STUDENT RIGHT TO PRIVACY

The Family Educational Rights and Privacy Act prohibits the release of student information to anyone other than the student, unless the student has provided express written permission. Students must provide photo ID when requesting transcripts, a copy of their class schedule, a Pierce College ID card, or any other student record information.

Students have a right to review their records and to request an amendment to those records. Only a student's name, dates of enrollment, degrees, awards and honors received, enrollment status, participation in officially recognized activities and sports, and the weight and height of members of athletic teams can be released as directory information that does require student authorization. Students must sign a release in order to have any other information disclosed. Students can also sign a request to withhold all directory information. Educational records may be released to school officials with legitimate educational interests and to other institutions in which a student intends to enroll. Information may be released to a third party without a student's consent if an emergency situation exists or if information is requested officially by means of a subpoena, court order or legal report. Additionally, federal law requires student information to be released to military recruiters, when officially requested.

STUDENT RIGHT-TO-KNOW

In compliance with Student Right-to-Know legislation, Pierce College makes available information about program completion and transfer-out rates for first-time, full-time degree or certificate seeking students. The information is available at www.pierce.ctc.edu/policy-student-right-know.

STUDENT RIGHTS AND RESPONSIBILITIES/CODE OF CONDUCT

Associate Dean, Student Conduct: 253-912-2331 | CAS 301
www.pierce.ctc.edu/policy-student-rights-conduct

As members of the academic community, students are encouraged to develop the capacity for critical judgment and to engage in an independent search for truth. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility.

Admission to Pierce College carries with it the expectations that students shall conduct themselves as responsible members of the Pierce College community, observe the standards of conduct, respect the rights, privileges and property of other members of the academic community, maintain a high standard of integrity and honesty, and not interfere with legitimate college business appropriate to the pursuit of academic goals.

The student's success is dependent on the district fostering a positive district-wide climate that supports learning, communication, recognition

and collaboration among a diverse faculty, staff and student body.

As an agency of the state of Washington, Pierce College must respect and adhere to all laws established by local, state and federal authorities. Pierce College also has developed a set of rules and regulations to ensure the orderly conduct of students. These rules and regulations, if violated, may result in student discipline in accordance with the procedures established in the student code of conduct.

The Student Rights and Responsibilities/Student Code of Conduct Policy is available online at www.pierce.ctc.edu/policy-student-rights-conduct. Copies are also available in the offices of the Vice Presidents of Learning and Student Success, Student Life, Deans of Student Success, and Associate Dean, Student Conduct.

PREFERRED NAMES

www.pierce.ctc.edu/preferred-name

Pierce College seeks to provide an inclusive and non-discriminatory environment by making it possible for students to use a preferred name on college records when a legal name is not required. Pierce College allows students to identify the name they would like to be called in classroom settings and when interacting with college personnel.

By allowing students to use a preferred name, Pierce College hopes to give students an empowering, safe and nondiscriminatory college experience. Reasons for name changes may include transgender or gender nonconforming identities, international students or other students who wish to adopt an English language name, and students known by names that are different from their legal names. Students can get assistance at the Admissions or Registration Offices at any campus.

EVALUATIONS

FS/PY: 253-964-6678 | evaluations@pierce.ctc.edu
JBLM: 253-253-964-6567 | miladvising@pierce.ctc.edu
www.pierce.ctc.edu/evaluations

Official transcripts are evaluated to determine which credits will apply to the program of study you intend to pursue at Pierce College. Credits earned at institutions accredited by their regional accrediting association may be accepted. Please submit official transcripts to the Evaluations Office with a Credit Evaluation Request form (available on our website).

DEGREE AND CERTIFICATE COMPLETION

253-964-6678
evaluations@pierce.ctc.edu
www.pierce.ctc.edu/graduation

Students should apply for their degree or certificate two quarters prior to their anticipated completion quarter. The degree and diploma application is available online and at admissions and registration offices.

Students will receive an email from the Evaluations Office after the evaluation is completed, which includes all completed and remaining degree requirements. Students should contact Evaluations if there are any discrepancies noted. Students must meet all requirements before a degree or certificate is awarded.

GRADUATION

FS/PY: 253-964-6678 | evaluations@pierce.ctc.edu
JBLM: 253-964-6567 or 253-964-6606 | miladvising@pierce.ctc.edu
www.pierce.ctc.edu/graduation

The commencement ceremony is held annually in June for all students who have completed program requirements during that academic year and those who are projected to complete spring and summer quarters. Graduates and their families are encouraged to participate in this special occasion.

Participation in the commencement ceremony does not mean that a degree has been awarded. Students must meet all requirements before a degree or certificate is awarded. Diplomas are mailed to students after degrees are posted.



Students interested in participating in the annual JBLM graduation ceremony should check with the Pierce College office at JBLM for procedures.

ACADEMIC HONORS

Students who complete a minimum of 12 credits for the quarter and earn the following quarterly grade point average (GPA) listed below for that quarter will receive the associated honor.

4.0 GPA – Chancellor's List
3.90 to 3.99 GPA – President's List
3.50 to 3.89 GPA – Dean's List

GRADUATION WITH HONORS

At the time of degree/certificate awarding, students who have earned a cumulative college-level grade point average of 3.5 or above for all Pierce College credits with a minimum of 25 college level credits earned at Pierce College will be considered an Honors Graduate.

ACADEMIC STANDARDS

Pierce College is committed to the academic success of its students. The primary purpose of the Academic Standards Policy is to quickly identify and alert students who have not met these standards in order to provide students resources and the opportunity to improve their academic success. Refer to www.pierce.ctc.edu/policy-academic for specific details on Concern, Alert, One-Quarter Dismissal, and Four-Quarter Dismissal. This policy is not the same as the Satisfactory Academic Policy (SAP) for Financial Aid recipients. Specifics on Financial Aid SAP are at www.pierce.ctc.edu/financial-aid-get-aid.

GRADING SYSTEM AND POLICY

Pierce College's grading system provides a permanent record reflecting student performance and achievement. Grades are reported as decimals to the nearest tenth. Grade point averages (GPA) are computed to the nearest hundredth. The numeric grades shown in the columns below will appear on the student record. The letter grades are an approximate equivalency guide to the official Pierce College decimal grades.

Specific decimal grades may be required to meet a class prerequisite, maintain good academic standing, receive credit toward a degree, and meet various program-specific requirements.

NUMERIC GRADE	LETTER GRADE EQUIVALENT
---------------	-------------------------

4.0 - 3.9	A
3.8 - 3.5	A-
3.4 - 3.2	B+
3.1 - 2.9	B
2.8 - 2.5	B-
2.4 - 2.2	C+
2.1 - 1.9	C
1.8 - 1.5	C-
1.4 - 1.2	D+
1.1 - 1.0	D (lowest passing grade)
0.0	F <small>Indicates student did not do passing work in the course, did not attend during the quarter, or did not officially withdraw.</small>

GRADE SYMBOLS

* **Grade missing or not yet issued.**

I Incomplete: Issued when a student has been delayed in completing the required work. To receive an "I" the student and instructor sign an Incomplete Contract by the last day of the instructional quarter. Time limit for removal of "I" grade is determined by the instructor, but not to exceed four quarters following the quarter in which the grade was issued. An "I" grade on a transcript after one year (four quarters) will be automatically converted to a "0.0" without instructor input.

NC No Credit: Faculty-initiated grade. This grade is not computed in the grade point average and cannot be changed.

P/NP Pass/No Pass: Not computed in GPA.

R Repeated Course: An "R" shows beside the lower grade(s) received and only the highest grade is computed in the GPA.

S Satisfactory: Indicates the student is making satisfactory progress but has not completed all the competencies for a given level of instruction. No credit is awarded. The "S" grade is used only for ABE and ESL classes numbered under 100. Courses with "S" grade designators cannot be applied toward any degree or certificate program.

W Withdrawal: Student-initiated by following official withdrawal procedures.

WE Excused Withdrawal: Administrative withdrawal issued by the college when a student has extenuating circumstances. Students must petition to the Registrar.

GRADE POINT AVERAGE (GPA)

Grade point averages are calculated by dividing the grade points by the credit hours completed.

EXAMPLE

HIST& 156	5 credits x 2.2 (grade) =	11.0 grade points
PSYC& 100	5 credits x 3.7 (grade) =	18.5 grade points
MATH& 107	5 credits x 2.6 (grade) =	13.0 grade points
COLLG 110	3 credits x 3.8 (grade) =	11.4 grade points

Total 18 credits 53.9 grade points

53.9 grade points divided by 18.0 credits = 2.99 GPA

GRADE CHANGES

Grade changes are made only when a legitimate error has been made in computing, reporting or recording a grade, or when a temporary grade (such as "I" Incomplete) needs to be changed to a permanent grade.

Grade changes will be accepted and posted to a student record up to four quarters (including summer) following the quarter in which the original grade was issued. Exceptions to the four-quarter time limit may be made only in cases of documented grading errors.

An "I" grade on a transcript after one year (four quarters) will be automatically converted to a "0.0."

Questions about grades should be directed to the class instructor immediately. A grade becomes a permanent part of a student's record four quarters (including summer) following the quarter of the class.

PASS/NO PASS

Students may take courses for pass/no pass credit. Pass credits may or may not apply toward a degree or certificate. Check with your advisor for details. Courses that are prerequisites for other courses should not be taken pass/no pass.

The student and instructor must sign a pass/no pass contract before the last instructional day of the quarter.

Students may withdraw from a class being taken pass/no pass by following the same procedures as for any other class.

REPEATING A COURSE

Students may repeat a course to improve their grades. All class grades remain on the transcript but only the highest class grade is calculated in the GPA. The College administratively calculates and posts the repeat "R" designation on repeated classes.

Students planning to transfer should be aware that the policies of other colleges and universities may follow different policies when computing the GPA.

AUDITING A COURSE

To audit a class, a student must register, pay tuition and/or fees, and attend class regularly, but will not need to take examinations and will not receive credit for the course. Most classes offered by the college are open to audit. A student may change from credit to audit or audit to credit through the 10th day (eighth day in summer quarter or for courses at Joint Base Lewis-McChord) of the instructional term with permission of the instructor.

RESOLVING COMPLAINTS, PROBLEMS, APPEALS, AND GRIEVANCES

FS: 253-964-6581 | CAS 380
PY: 253-840-8403 | ADM 106
JBLM: 253-964-6716 | Stone Education Center
www.pierce.ctc.edu/complaint-process

Pierce College strives to provide a high quality education to all students; however, we realize we may miss something that needs addressing. We want students, employees, and visitors to have a venue to express concerns and complaints. We understand that there are a variety of issues that may come up, so we have provided a variety of reporting options online.

DISCRIMINATION AND HARASSMENT POLICY

253-964-6519 | CAS 207
www.pierce.ctc.edu/non-discrimination

Pierce College offers bachelor's degrees, associate degrees, and professional certificates in numerous programs of study (www.pierce.ctc.edu). Career training opportunities prepare students for work in fields like business, computers and technology, health care, communications and education. The college also offers adult basic education classes, English as a second language (ESL) classes, and community and continuing education classes.

Pierce College welcomes all students. Advisors (www.pierce.ctc.edu/advising) help resolve issues, answer questions, and provide information about the next best steps based on each individual's needs. The college ensures that the lack of English language skills is not a barrier to education, access to services, or activities.

Pierce College supports and values the dignity of each member of its community and visitors, and is committed to maintaining an environment free from discrimination and harassment. This commitment applies to all levels and areas of operations and programs and is intended to ensure that all students and employees are provided equitable opportunities to realize their goals and to function safely and effectively within the Pierce College environment.

Pierce College recognizes its responsibility under state laws and their implementing regulations to investigate, resolve, implement corrective measures, and monitor the educational environment and workplace to stop, remediate, and prevent discrimination on the basis of race, color, national origin, age, perceived or actual sensory, physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal. Pierce College prohibits discrimination against and harassment of members of these protected classes, as well as any additional class(es) protected by local, state, or federal law. Any individual found to be in violation of this policy will be subject to disciplinary action up to and including the possibility of exclusion from Pierce College facilities, dismissal from Pierce College as a student, and/or dismissal from employment, as applicable.

Members of the college community, guests, or visitors who believe they have been the subject of discrimination or harassment should report the incident or incidents to the District Title IX/EEO Coordinator identified below. If the complaint is against that Coordinator, or if for some other reason a report cannot be made to the Coordinator, the complainant should report the matter to one of the alternate designees listed below.

District Title IX/EEO Coordinator
Sean Cooke
Pierce College Fort Steilacoom, Cascade Building, Room 237
9401 Farwest Drive SW, Lakewood, WA 98498-1999
253-840-8472 | SCooke@pierce.ctc.edu

District Section 504 Coordinator
Tami Jacobs
Pierce College Fort Steilacoom, Cascade Building, Room 380
9401 Farwest Drive SW, Lakewood, WA 98498-1999
253-964-6581 | tjacobs@pierce.ctc.edu

District Affirmative Action Officer
Paula Henson-Williams - 253-864-3229 - phenson@pierce.ctc.edu

Deputy Title IX Coordinator – EEO/Human Resources
Holly Gorski - 253-964-6519 - hgorski@pierce.ctc.edu

Deputy Title IX Coordinator - District Athletics
Duncan Stevenson - 253-964-6612 - dstevenson@pierce.ctc.edu

Deputy Title IX Coordinator - Pierce College Puyallup
Agnes Steward – 253-840-8403 - asteward@pierce.ctc.edu

Deputy Title IX Coordinator - Pierce College Fort Steilacoom
Tami Jacobs - 253-964-6581 - tjacobs@pierce.ctc.edu

Deputy Title IX Coordinator - Pierce College at Joint Base Lewis-McChord
Kelly Benson – 253-964-6716 - kbenson@pierce.ctc.edu

Information on how to report concerns about behavior that may have a negative impact on the climate can be found at www.pierce.ctc.edu/complaint-process. All reports of negative and inappropriate behaviors will be taken seriously. We believe that hearing about concerns presents an opportunity to consider any necessary improvements. Attempting to prevent someone from reporting a concern, and retaliating or attempting to encourage others to retaliate against someone who has raised concerns will not be tolerated.

Please also see our Discrimination and Harassment policy at www.pierce.ctc.edu/policy-discrimination-and-harassment

DRUG AND ALCOHOL POLICY

Pierce College recognizes drug and alcohol abuse and/or dependency to be a health, safety and security problem. The unlawful possession, use or distribution of illicit drugs or alcohol by students or employees on Pierce College property or as part of Pierce College activities is prohibited. Any violation of local, state or federal law regarding the unlawful possession, use or distribution of illicit drugs or alcohol may be referred for prosecution. Pierce College will impose appropriate sanctions, consistent with local, state and federal laws, on individuals found to have violated this policy. Disciplinary actions taken against students, faculty members, administrators or classified staff will be in accordance with the appropriate statutes, policies, procedures and/or negotiated agreements.

Persons who need assistance with problems related to drug or alcohol abuse are encouraged to use appropriate support agencies. Faculty counselors can assist students with referrals to community resources. Conscientious efforts to seek such help will not jeopardize enrollment or employment.

SMOKING POLICY

Both colleges are nonsmoking colleges, except in clearly designated smoking areas. Smoking areas (covered and outdoor) are conveniently located throughout the colleges. This includes cigars, pipes and e-cigarettes.

PARKING REGULATIONS

All students and employees are required to register each vehicle (including motorcycles) with the campus safety office. Parking stickers and temporary passes are to be affixed on the outside bottom left corner of the rear window. For vehicles with no rear window, the sticker may be affixed on the driver's side rear bumper.

To get a parking sticker, bring a state vehicle registration to the campus safety office at either college. The comprehensive fee includes parking for the quarter.

Students are encouraged to carpool. Prime reserved parking spaces are set aside for carpools. Information on carpooling and passes is available from the campus safety office.

Students with disabilities affecting access to campus and parking may qualify for a temporary parking pass. Temporary disability parking passes are available through the Access and Disability Services Office. Contact them at ads@pierce.ctc.edu for more information. Due to the limited nature of these passes, students who need access to and qualify for long-term disability parking are encouraged to apply for a State of Washington Disabled Parking Placard. Visit www.dol.wa.gov/vehicleregistration for more information.

Some areas are reserved for employees, carpool, State of Washington Disabled Parking and temporary parking for persons with disabilities. See the campus maps for areas designated for general parking for students on each campus. Students must park in the general parking areas.

Students, employees and visitors must abide by all motor vehicle codes and other traffic laws of the state of Washington, Pierce County and Pierce College. Fines will be levied for violations. Appeals may be submitted to the campus safety office at either college and individuals will be provided an opportunity for a hearing by the parking appeals committee at each college.

Full details of the Pierce College parking rules are available online at www.pierce.ctc.edu/safety-parking.

POSTING PROCEDURE/BULLETIN BOARDS

FS: 253-912-3659 | CAS 418, Student Life Office
PY: 253-840-8487 | CTR 210, Student Life Office
www.pierce.ctc.edu/student-programs

In order to maintain clean and pleasant surroundings while giving students, faculty, staff and community members the opportunity to disseminate information about events, programs, services and ideas of interest to the college community, the college has established guidelines that regulate the distribution and display of materials. All materials for posting or distribution must be authorized by the Student Life office. For a copy of the posting procedures, contact student life at either college.

RECYCLING AND WASTE REDUCTION

FS: 253-964-6632 | CAS 311
PY: 253-864-3386 | ADM 117

Pierce College actively encourages waste reduction and recycling. The college recycles white paper, mixed paper, newsprint, magazines, computer paper, cardboard and Styrofoam. Aluminum collection bins are located throughout the colleges, and food service areas have bins for sorting plastics, aluminum and paper and food wastes. Students who would like to become more involved in Pierce's recycling program, particularly as it applies to students, are advised to call one of the numbers listed above.

TECHNOLOGY LOGIN

Subject to change due to ctcLink. Please check our website for up-to-date login information.

Example student:

John Smith, SID 925501234, birthdate 8/10/89
Social Security Number: 555126789

MyPIERCE (STUDENT PORTAL)

Log in using your student ID # and inquiry PIN
• Inquiry pin: birthdate MMDDYY
Example - SID: 925501234 PIN: 081089

STUDENT EMAIL (OUTLOOK)

• Username: first letter of first name + last name + last 4 digits of SID @gmail.pcd.edu
Example - jsmith1234@gmail.pcd.edu
• Password: Set your initial password from MyPierce at my.pierce.ctc.edu

PRINTING AND WIRELESS INTERNET

WiFi Access: Choose network titled "Pierce WiFi"
• Username: first letter of first name + last name + last 4 digits of SID
• Password: PCD! + birthdate YYYYMMDD
• CWU Students: add "cwu." before username
Example - username: jsmith1234
CWU username: cwu.jsmith1234
password: PCD!19890810

CANVAS AND eCAMPUS

• Username: Student ID number
• Password: first 8 characters of last name (lowercase). If less than 8, repeat from beginning until you reach 8.
Example - username: 925501234
password: smithsmi

Additonal password examples:
Van Helsing = vanhelsi
King-Smith = king-smi

FINANCIAL AID PORTAL

• Username: Social Security Number
• Password: birthdate MMDDYY
Example - username: 555126789
password: 081089

TECHNICAL ASSISTANCE

• Student Technology Assistance Team (STAT) station: O301 (FS) or C272 (PY)
• CANVAS/eCAMPUS: 253-964-6244 or visit CAS 322 (FS)
• IT Helpdesk: 253-964-6373 or helpdesk@pierce.ctc.edu Monday through Friday, 8 a.m. - 5 p.m. (summer hours may vary).
• JBLM Canvas Support: 253-912-2250 or canvas-help@pierce.ctc.edu

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			<div>1</div> <div>SUMMER QUARTER BEGINS</div> <div>Add classes <i>without</i> instructor signature, July 1-6</div> <div>JBLM Summer session First day of instruction</div>	<div>2</div> <div>100% refund ends (first 4-week session)</div>	<div>3</div> <div>COLLEGE CLOSED</div>	<div>4</div> <div>Independence Day</div>
<div>5</div> <div>○ Full moon</div>	<div>6</div> <div>JBLM Summer late registration: Online session Last day to register</div>	<div>7</div> <div>50% refund ends (first 4-week session)</div> <div>100% refund ends (8-week classes)</div> <div>Last day to register (first 4-week session)</div> <div>4th day</div>	<div>8</div> <div>JBLM Summer session 100% refund ends</div>	<div>9</div> <div>Late registration: add classes <i>with</i> instructor signature (8-week classes) July 9-14</div>	<div>10</div> <div>JBLM Summer late registration: Lecture/ Hybrid June 29 - July 10; register by 2nd class meeting if course meets more than once a week; register by 1st class meeting if meets once a week</div>	<div>11</div>
<div>12</div>	<div>13</div> <div>JBLM Summer Saturday classes only 100% refund ends</div>	<div>14</div> <div>Last day to change from credit to audit/audit to credit <i>with</i> instructor signature</div> <div>Last day to withdraw so class will not show up on transcript*</div> <div>Last day to add classes <i>with</i> instructor signature (8-week classes)</div> <div>50% refund ends (8-week classes)</div>	<div>15</div>	<div>16</div>	<div>17</div>	<div>18</div> <div>Nelson Mandela Day</div>
<div>19</div>	<div>20</div> <div>● New moon</div>	<div>21</div>	<div>22</div>	<div>23</div>	<div>24</div>	<div>25</div>
<div>26</div> <div>Parent's Day</div>	<div>27</div> <div>Last day of instruction (first 4-week session)</div>	<div>28</div> <div>Instruction begins (second 4-week session)</div>	<div>29</div> <div>100% refund ends (second 4-week session)</div>	<div>30</div>	<div>31</div>	

JUNE 2020						
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AUGUST 2020						
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30	31					

NOTES:

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 <div>○ Full moon</div>	4 <div>Last day to register (second 4-week session) 50% refund ends (second 4-week session) Last day to withdraw/continuous entry registration ends</div>	5	6	7	8
9 <div>World Indigenous People's Day</div>	10	11	12	13	14	15
16	17	18 <div>● New moon</div>	19 <div>World Humanitarian Day</div>	20 <div>Last day of instruction</div>	21 <div>Senior Citizens Day</div>	22
23 <div>World Day for Slave Trade Abolition</div>	24	25 <div>Grades available online</div>	26 <div>Women's Equality Day</div>	27	28	29
30	31					

JULY 2020						
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SEPTEMBER 2020						
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NOTES:

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2 <div>○ Full moon</div>	3	4	5 <div>International Day of Charity</div>
6 <div>Grandparents Day</div>	7 <div>Labor Day</div> <div>COLLEGE CLOSED</div>	8	9	10 <div>World Suicide Prevention Day</div>	11 <div>Patriot Day</div>	12
13	14	15	16	17 <div>● New moon</div>	18 <div>National POW/MIA Recognition Day</div>	19
20	21 <div>International Day of Peace</div> <div>FALL QUARTER BEGINS</div> <div>Add classes <i>without</i> instructor signature, Sept. 21-23</div> <div>Student Life Fall Welcome Days Activities and college resources available</div> <div>JBLM Fall session 1 First day of instruction</div>	22 <div>Equinox First day of fall</div> <div>Student Life Fall Welcome Days Activities and college resources available</div> <div>JBLM Fall session 1 late registration: Lecture/Hybrid Sept 18-26; register by 2nd class meeting if course meets more than once a week; register by 1st class meeting if meets once a week</div>	23	24 <div>Late registration: Add classes <i>with</i> instructor signature, through Oct. 2</div>	25 <div>100% refund ends</div> <div>JBLM Fall session 1 100% refund ends</div>	26
27 <div>Yom Kippur Begins at sundown</div>	28	29	30			
	JBLM Fall Saturday classes only 100% refund ends					

AUGUST 2020						
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OCTOBER 2020						
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NOTES:

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 <div>○ Full moon</div>	2 <div>Last day to register Last day to change from credit to audit or audit to credit <i>with</i> instructor signature Last day to withdraw so class will not show up on transcript* Last day to add classes <i>with</i> instructor signature 10th day</div>	3
4	5 <div>World Teacher's Day</div>	6	7	8	9 <div>50% refund ends</div>	10 <div>World Mental Health Day</div>
11	12 <div>Indigenous People's Day Columbus Day</div>	13 <div>JBLM Online session 2 First day of class</div>	14	15	16 <div>● New moon National Boss' Day</div>	17
18	19 <div>Pre-registration advising begins</div> <div>JBLM Online session 2 100% refund ends</div>	20	21	22 <div>JBLM Fall session 2 Last day to register</div>	23 <div>District In-service Day NO CLASSES</div>	24
25	26	27	28	29	30	31 <div>○ Full moon Halloween</div>

SEPTEMBER 2020						
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NOVEMBER 2020						
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29	30					

NOTES:



Do you need money for school?
It's time to apply for financial aid. Complete your 2020-21 financial aid application starting Oct. 1.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 <i>All Saints' Day</i> <i>Daylight Saving Time Ends</i>	2 Winter registration begins <div>JBLM Winter registration opens Fall session 1 Last day to withdraw</div>	3 <i>Election Day</i>	4	5 Last day to withdraw/ continuous entry class registration ends	6	7 <i>All Souls' Day</i>
8	9	10	11 <i>Veterans Day</i> NO CLASSES COLLEGE OPEN	12	13	14
15 ● <i>New moon</i>	16 Open registration begins Degree/diploma applications due in order to ensure evaluation prior to spring registration	17 <div>JBLM Fall session 2 Last day to withdraw</div>	18	19	20	21
22	23	24	25 RPD Day, NO CLASSES <div>JBLM Fall session 1 Last day of class</div>	26 <i>Thanksgiving</i> COLLEGE CLOSED	27 <i>Native American Heritage Day</i> COLLEGE CLOSED	28
29	30 ○ <i>Full moon</i>					

OCTOBER 2020						
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DECEMBER 2020						
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NOTES:



Remember to meet with your advisor early. Winter registration starts this month!

December 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4 Last day of instruction	5
6	7 <i>Pearl Harbor Remembrance Day</i> FINAL EXAMS	8 FINAL EXAMS	9 FINAL EXAMS	10 <i>Hanukkah Begins at sundown</i>	11 <div>JBLM Fall session 2 Last day of class</div>	12
13	14 ● <i>New moon</i>	15 Grades available online	16	17	18 <i>Hanukkah ends</i>	19
20	21 <i>Solstice First day of winter</i>	22	23	24 <i>Christmas Eve</i> COLLEGE CLOSED	25 <i>Christmas Day</i> COLLEGE CLOSED	26 <i>Kwanzaa begins</i>
27	28	29 ○ <i>Full moon</i>	30	31 <i>New Year's Eve</i>		

NOVEMBER 2020						
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JANUARY 2021						
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NOTES:

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 <i>New Year's Day</i> <i>Kwanzaa ends</i> COLLEGE CLOSED	2
3	4 WINTER QUARTER BEGINS Add classes <i>without</i> instructor signature, Jan. 4-6 <i>Student Life Welcome Days: Activities and college resources available</i> JBLM Winter session 1 First day of class Winter session 1 late registration: Lecture/Hybrid Jan. 4-7; register by 2nd class meeting if course meets more than once a week; register by 1st class meeting if meets once a week	5 <i>Student Life Welcome Days</i> <i>Activities and college resources available (Puyallup campus only)</i>	6 JBLM Winter session 1 late registration: Online Last day to register	7 Late registration: Add classes <i>with</i> instructor signature through Jan. 15	8 100% refund ends 5th day JBLM Winter session 1 100% refund ends	9
10	11 JBLM Winter Saturday classes only 100% refund ends	12	13 ● <i>New moon</i>	14	15 10th Day Last day to change from credit to audit or audit to credit <i>with</i> instructor signature Last day to withdraw so class will not show up on transcript* Last day to add classes <i>with</i> instructor signature	16
17 <i>World Religion Day</i>	18 <i>Martin Luther King, Jr. Day</i> COLLEGE CLOSED	19	20	21	22 50% refund ends	23
24	25 Pre-registration advising begins	26	27 <i>World Holocaust Victims Remembrance Day</i>	28 ○ <i>Full moon</i> Faculty Assessment Day NO CLASSES, COLLEGE OPEN	29 All District In-service Day COLLEGE CLOSED	30
31	JBLM Winter session 2 First day of class		JBLM Winter session 2 Last day to register		JBLM Winter session 2 100% refund ends	

DECEMBER 2020						
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FEBRUARY 2021						
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26	27	28				

NOTES:



Remember to meet with your advisor early. Spring registration starts soon!

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 <div>First Day of Black History Month National Freedom Day</div>	2 <div>Groundhog Day</div>	3	4	5	6
7	8 <div>Spring registration begins</div> <div>JBLM All sessions Spring registration opens</div>	9	10	11 <div>New moon</div>	12 <div>Chinese New Year</div>	13
14 <div>Valentine's Day</div>	15 <div>Presidents' Day COLLEGE CLOSED</div>	16 <div>Mardi Gras</div>	17 <div>Ash Wednesday</div>	18	19	20
21	22 <div>Last day to withdraw/ continuous entry class registration ends Open spring registration begins</div>	23	24	25	26	27 <div>Full moon</div>
28						

JANUARY 2021						
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MARCH 2021						
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21	22	23	24	25	26	27
28	29	30	31			

NOTES:



Remember to meet with your advisor early. Spring registration starts this month!

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2 <div>JBLM Winter session 2 Last day to withdraw</div>	3	4	5 <div>Employee Appreciation Day</div>	6
7	8 <div>International Women's Day</div>	9	10 <div>JBLM Winter session 1 Last day of class</div>	11	12	13 <div>New moon</div>
14 <div>Daylight Saving Time Begins</div>	15	16	17 <div>St. Patrick's Day</div>	18 <div>Last day of instruction</div>	19 <div>FINAL EXAMS</div>	20 <div>Equinox First day of spring</div>
21	22 <div>FINAL EXAMS</div>	23 <div>FINAL EXAMS</div>	24	25	26 <div>JBLM Winter session 2 Last day of class</div>	27 <div>Earth Hour</div>
28 <div>Full moon Palm Sunday Passover starts</div>	29 <div>National Vietnam War Veterans Day Grades available online</div>	30	31 <div>César Chávez Day</div>			

FEBRUARY 2021						
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APRIL 2021						
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NOTES:

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 <i>April Fools' Day</i>	2 <i>Good Friday</i>	3
					JBLM Spring session 1 late registration: Lecture/Hybrid Apr. 2-8; register by 2nd class meeting if course meets more than once a week; register by 1st class meeting if meets once a week	
4 <i>Easter Passover ends</i>	5 SPRING QUARTER BEGINS Add classes <i>without</i> instructor signature through Apr. 5-7 <i>Student Life Welcome Days</i> Activities and college resources available JBLM Spring session 1 First day of class	6 <i>Student Life Welcome Days</i> Activities and college resources available (Puyallup campus only)	7 JBLM Spring session 1: Online Last day to register	8 Late registration: Add classes <i>with</i> instructor signature through Apr. 16	9 5th day 100% refund ends JBLM Spring session 1 100% refund ends	10
11 ● <i>New moon</i>	12 JBLM Spring Saturday classes only 100% refund ends	13 <i>Ramadan begins</i>	14	15 <i>Tax Day</i>	16 10th Day Last day to change from credit to audit or audit to credit <i>with</i> instructor signature Last day to withdraw so class will not show up on transcript* Last day to add classes <i>with</i> instructor signature Graduation applications due for name in graduation program	17
18	19 JBLM Spring session 2 First day of class	20	21 JBLM Spring session 2 Last day to register	22 <i>Earth Day</i>	23 50% refund ends JBLM Spring session 2 100% refund ends	24
25	26 ○ <i>Full moon</i> Pre-registration advising begins	27	28	29	30	

MARCH 2021						
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MAY 2021						
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30	31					

NOTES:

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5Cinco de Mayo	6National Day of Prayer	7Military Spouse Appreciation Day District In-service Day NO CLASSES	8
9Mother's Day	10Registration for summer/fall begins <div>JBLM All sessions Summer registration opens</div>	11● New moon	12	13Eid al-Fitr	14 <div>JBLM Spring session 1 Last day to withdraw</div> <div>JBLM GRADUATION</div>	15Armed Forces Day
16	17	18	19Last day to withdraw/continuous entry class registration ends	20	21	22
23	24Open registration for summer/fall begins	25African Liberation Day National Missing Children's Day	26○ Full moon	27	28	29
30	31Memorial Day COLLEGE CLOSED	<div>JBLM Spring session 2 Last day to withdraw</div>				

APRIL 2021						
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JUNE 2021						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

NOTES:



Remember to meet with your advisor early. Summer/fall registration starts this month!

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5 <small>D-Day</small>
6	7 <div>JBLM Spring session 1 Last day of class</div>	8	9	10 <small>● New moon</small>	11	12
13	14 <small>Flag Day</small>	15 Last day of instruction	16 FINAL EXAMS	17 FINAL EXAMS	18 FINAL EXAMS GRADUATION <div>JBLM Spring session 2 Last day of class</div>	19
20 <small>Father's Day Summer begins Solstice</small>	21	22	23	24 <small>○ Full moon</small> Grades available online	25	26
27	28	29	30			

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NOTES:

CLASS SCHEDULE WORKSHEET

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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NOTES:

CLASS SCHEDULE WORKSHEET

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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NOTES:

CLASS SCHEDULE WORKSHEET

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NOTES:

CLASS SCHEDULE WORKSHEET

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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NOTES:

PIERCE COLLEGE FORT STEILACOOM DIRECTORY

9401 Farwest Drive SW • Lakewood WA 98498-1999
253-964-6500

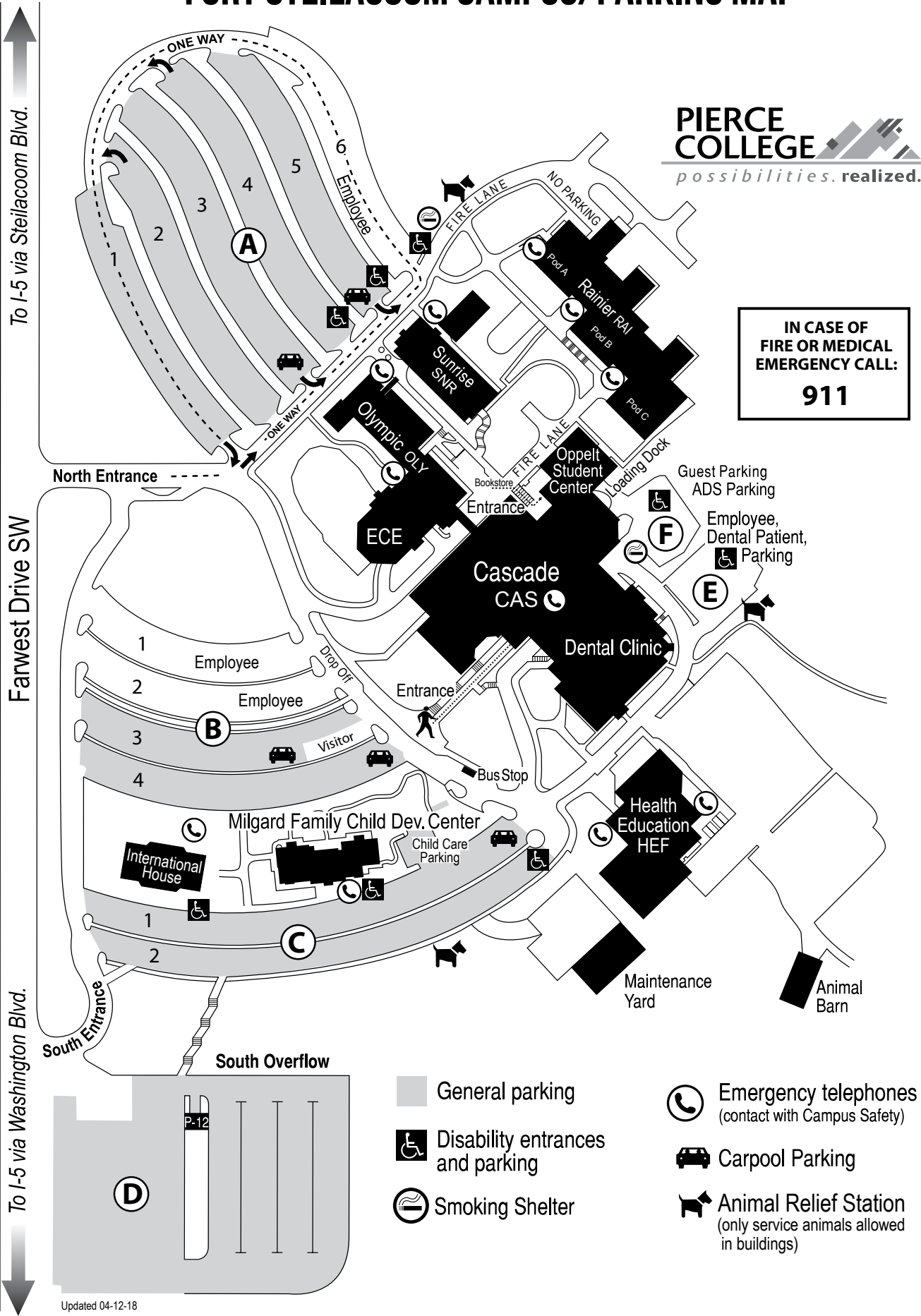
Area code for all numbers is 253

CAS= Cascade Bldg • OLY= Olympic Bldg • SNR= Sunrise Bldg • HEF= Health Education Center • WC = Welcome Center • RAI= Rainier Bldg
CDF= Milgard Child Development Center

FOR INFORMATION ON ...	GO TO ...	ROOM	PHONE
Academic Probation	Welcome Center	CAS 300	964-6705
Access & Disability Services	Welcome Center (WC) ads@pierce.ctc.edu	CAS 300	964-6468
Add a Class	Registration Office	CAS 303	964-6615
Admissions	Admissions	CAS 300	964-6501
Adult Basic Education	Welcome Center	CAS 300	964-6657
Advising	Welcome Center	CAS 300	964-6705
Advisor Change	Welcome Center	CAS 300	964-6705
ASPIRE	Cascade Building	CAS 301	964-6300
Athletics	Health Education Center	HEF 305	964-6613
Bookstore	Outside Cascade Level 3	CAS 390	964-6508
Campus Safety	Safety/Security Office	CAS 311	964-6751
Career Guidance	Welcome Center	CAS 300	964-6705
Cashier/Payments	Cashier's Office	CAS 305	964-6700
Chancellor's Office	Puyallup Gaspard Building	ADM 108	864-3100
Child Development Center	Milgard Center	CDF 134	912-3680
Clubs & Organizations	Student Life	CAS 418	912-3659
Computer Lab	Olympic Building	OLY 301	964-6310
Continuing Education	Puyallup Campus, Library Bldg	LSC 133	840-8450
Counseling	Welcome Center	CAS 300	912-2312
Curriculum Sheets	Website	www.pierce.ctc.edu	
Dental Clinic/Reception	Cascade Building	CAS 127/133	964-6694
Design Studio	Library	CAS 405	964-6558
Divisions:			
Arts & Humanities	Cascade Building	CAS 361	864-3398
Business & Social Sciences	Cascade Building	CAS 361	964-6679
Natural Sciences	Cascade Building	CAS 361	840-8333
Health & Technology	Cascade Building	CAS 361	864-3127
Transitional Education	Cascade Building	CAS 361	912-2347
Dropping a class	Reg. & Records/WC	CAS 300	964-6615
eLearning	Cascade Building	CAS 322	964-6244
Emergency	Safety/Security Office	CAS 311	964-6751 or 911
Employment	Job Connections/WC	CAS 300	964-6265
Evaluation of Credits	(advising) Welcome Center (official) Admissions Office	CAS 300 CAS 309	964-6705 964-6678
Financial Aid	Financial Aid Office/WC	CAS 300	964-6544
Fine Arts Gallery	Olympic Building, Level 2	OLY 265	840-3398
Fitness Facility	Health Education Center	HEF	912-3738
Food Services/Cafeteria	Cascade Level 4, Cafeteria	CAS 417	964-6546
Grades	Registration Office	CAS 303	964-6615
Graduation (evals, apps & info)	Website	www.pierce.ctc.edu	
Evaluations, Fort Steilacoom		CAS 309	964-6678

FOR INFORMATION ON ...	GO TO ...	ROOM	PHONE
Health and Wellness	Student Life	CAS 418	912-3659
High School Completion	Welcome Center	CAS 300	964-6657
Information (General)			964-6500
Instruction Office	Learning/Student Success	CAS 378	912-2356
International Programs	Cascade Building	CAS 509	964-6229
Jobs	Job Connections	CAS 300	964-6265
Library	Cascade Level 4	CAS 420	964-6547
Lost & Found	Safety/Security Office	CAS 311	964-6751
Music	Olympic Building	OLY 288	864-3324
New Student Advising	Welcome Center	CAS 300	964-6705
Parking Permits	Safety/Security Office	CAS 311	964-6751
Pay Fees/Loans/Fines	Cashier's Office	CAS 305	964-6700
	Pay by credit card online	www.pierce.ctc.edu/go/my pierce	
Pioneer, The (student newspaper)	Cascade Level 3	CAS 323	964-6604
President's Office	Cascade Level 3	CAS 373	964-6533
Program Requirements	Welcome Center	CAS 300	964-6705
Registration/Records	Registration Office	CAS 303	964-6615
	Web Registration	www.pierce.ctc.edu	
Residency (for tuition paying)	Admissions/WC	CAS 300	964-6501
Running Start	Welcome Center	CAS 300	964-6520
Safety/Security Offices	Cascade Level 3	CAS 311	964-6751
Scholarship Information	Financial Aid	CAS 300	964-6544
Science Dome	Rainier Building	RAI 263	964-6440
Student Activities	Student Life Office	CAS 418	912-3659
Student Center	Student Life Office	CAS 418	912-3659
Student Government	Student Life Office	CAS 418	912-3659
Student Grievances	Learning/Student Success	CAS 380	964-6581
Student ID Cards	Student Life Office	CAS 418	912-3659
Student Life	Student Life Office	CAS 418	912-3659
Supplemental Instruction	Tutoring	CAS 504	964-6737
Testing Services	Welcome Center	CAS 300	964-6521
Transcript Requests	Registration Office	CAS 303	964-6615
Transfer Information	Welcome Center	CAS 300	964-6705
TRIO Student Support Services	Welcome Center	CAS 300	912-3644
Tuition	Cashier's Office	CAS 305	964-6700
Tutoring	Tutoring Center	CAS 504	964-6737
Veterans Resource Center	Cascade Level 4	CAS 425	964-6364
Veterans Services Office	Welcome Center	CAS 310	964-6505
Workforce	Welcome Center	CAS 300	964-6265
Work Study	Financial Aid	CAS 300	964-6544
Writing Center	Library	CAS 403	964-6252

FORT STEILACOOM CAMPUS/PARKING MAP



PIERCE COLLEGE PUYALLUP DIRECTORY

1601 39th Avenue SE • Puyallup WA 98374-2222
253-840-8400

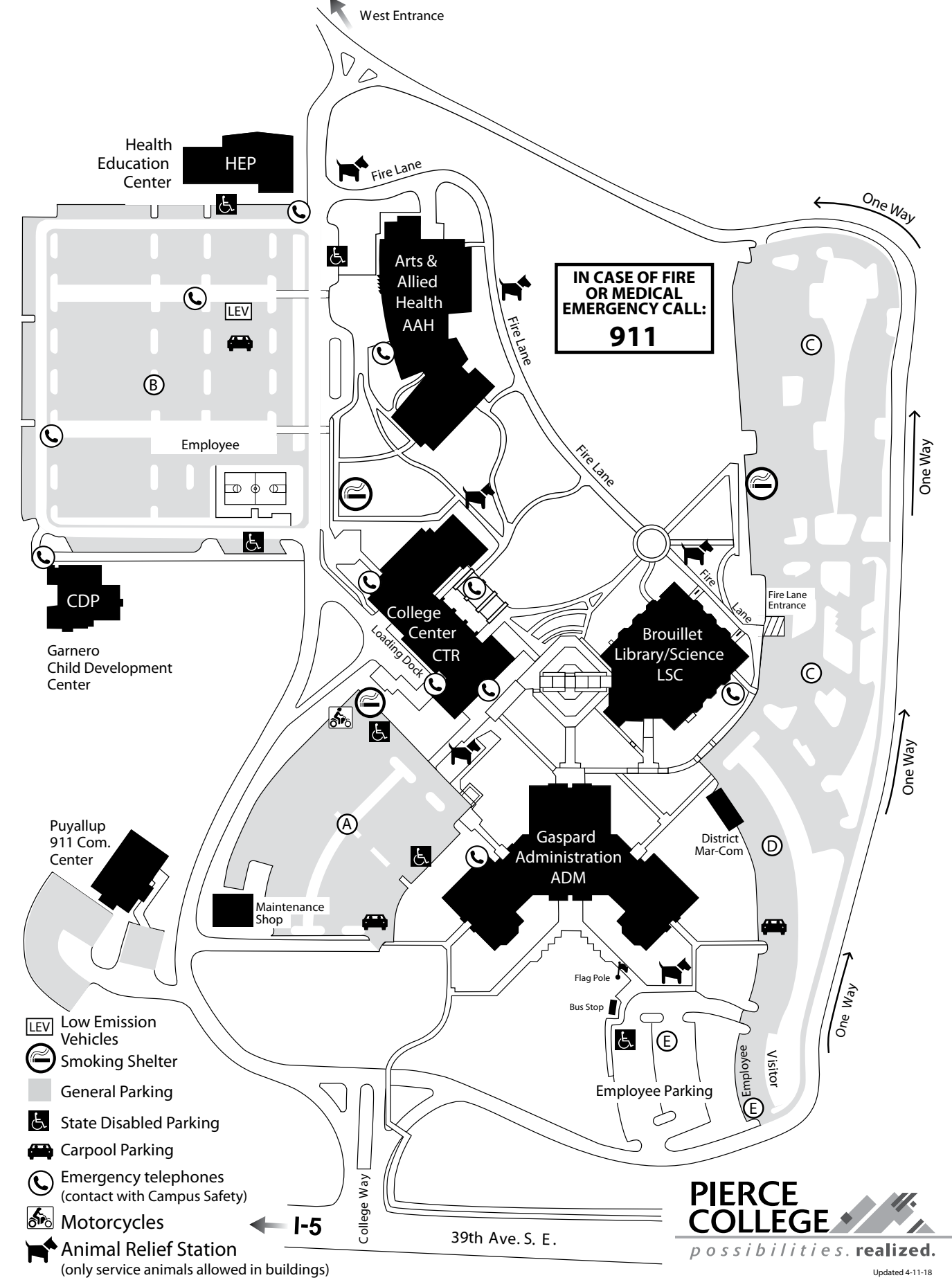
Area code for all numbers is 253

ADM = Gaspard Admin. Bldg. • LSC = Brouillet Library/Science Bldg. • CTR = College Center • HEP = Health Education Center • AAH = Arts and Allied Health Bldg.
CDP = Garnero Child Development Center

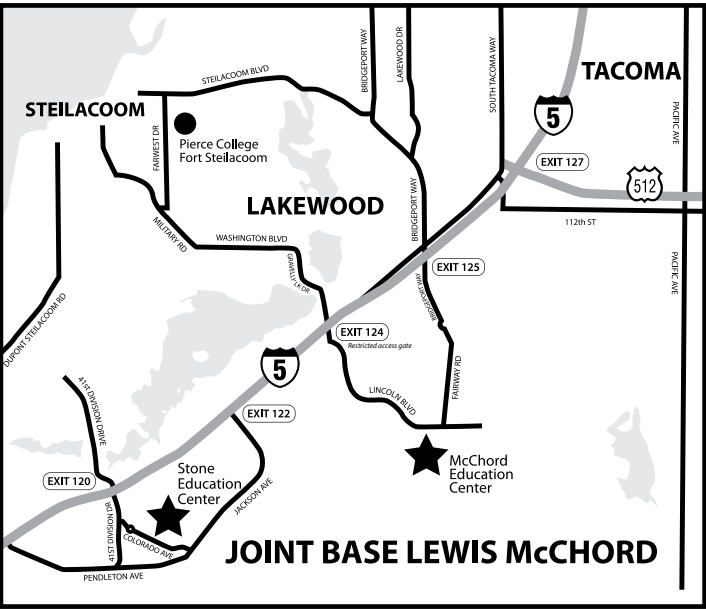
FOR INFORMATION ON ...	GO TO ...	ROOM	PHONE
Academic Probation	Student Success Center	ADM 106	840-8431
Access & Disability Services	Student Success Center ads@pierce.ctc.edu	ADM 106	964-6468
Add a Class	Registration Office	ADM 115	840-8413
Admissions	Admissions Office	ADM 115	864-3254
Adult Basic Education	Student Success Center	ADM 106	840-8463
Advising	Student Success Center	ADM 106	840-8431
Advisor Change	Student Success Center	ADM 106	840-8431
Athletics	Health Education Center	HEP	864-3316
Bookstore	College Center	CTR 240	840-8411
Campus Safety	Campus Safety	ADM 117	840-8481
Career Guidance	Student Success Center	ADM 106	840-8431
Cashier/Payments	Cashier's Office	ADM 118B	840-8405
Chancellor's Office	Gaspard Building	ADM 108	864-3100
Child Development Center	Garnero Building		864-3302
Clubs & Organizations	Student Life	CTR 210	840-8487
Computer Lab	College Center	CTR 272	840-8437
Continuing Education	Library Building	LSC 133	840-8452
Counseling	Student Success Center	ADM 105	840-8443
Curriculum Sheets	Website	www.pierce.ctc.edu	
Design Studio	Arts and Allied Health Bldg.	AAH 132	864-3267
Divisions:			
Arts & Humanities	Gaspard Building	ADM 102	864-3398
Business & Social Sciences	Gaspard Building	ADM 102	964-6679
Natural Sciences	Gaspard Building	ADM 102	840-8333
Health & Technologies	Gaspard Building	ADM 102	912-2317
Transitional Education	Gaspard Building	ADM 102	864-3127
Dropping a class	Registration Office	ADM 115	840-8413
eLearning	Fort Steilacoom, Cascade Bldg.	CAS 322	964-6244
Emergency	Security Office	ADM 117	840-8481 or 911
Evaluation of credits	(advising) Student Success Center	ADM 106	840-8431
	(official) Evaluations Office	ADM 115	964-6678
Financial Aid	Financial Aid Office	ADM 119	964-6544
Fine Arts Gallery	Arts and Allied Health Bldg.	AAH	912-2399 x5054
Fitness Facility	Health Education Center	HEP	864-3280
Food Services/Cafeteria	College Center	CTR 130	840-8456

FOR INFORMATION ON ...	GO TO ...	ROOM	PHONE
Grades	Website	www.pierce.ctc.edu	
Graduation (evals, apps & info)	Evaluations, Fort Steilacoom	CAS 309	964-6678
High School Completion	Student Success Center	ADM 106	840-8463
Information (General)	Registration Office	ADM 119	840-8400
International Programs	Fort Steilacoom, Cascade Bldg.	CAS 509	964-6229
Jobs	Job Connections	ADM 106	964-6265
Library	Library	LSC 212	840-8300
Lost & Found	Campus Safety	ADM 117	840-8481
Music	Arts and Allied Health Bldg.	AAH 202	864-3324
New Student Advising	Student Success Center	ADM 106	840-8431
Parking Permits	Campus Safety	ADM 117	840-8481
Pay Fees, Loans, Fines	Cashier's Office	ADM 118B	840-8405
	Pay by credit card online	www.pierce.ctc.edu/go/myperce	
President's Office	Gaspard Building	ADM 100	840-8421
Program Requirements	Student Success Center	ADM 106	840-8431
Puyallup Post (student newspaper)	College Center	CTR 218	840-8496
Registration/Records	Registration Office	ADM 115	840-8413
	Web Registration	www.pierce.ctc.edu	
Residency (for tuition paying)	Gaspard Building	ADM 115	864-3254
Running Start	Student Success Center	ADM 106	840-8431
Safety/Security Offices	Campus Safety	ADM 117	840-8481
Scholarship Information	Financial Aid Office	ADM 119	964-6544
Student Activities	Student Life	CTR 210	840-8487
Student Government	Student Life	CTR 210	840-8487
Student Grievances	Learning/Student Success	ADM 120A	840-8403
Student ID Cards	Student Life	CTR 210	840-8487
Student Life	Student Life	CTR 210	840-8487
Supplemental Instruction	Tutoring Center	CTR 170	912-3637
Testing/Placement	Student Success Center	ADM 106	840-8343
Transcript Requests	Registration Office	ADM 115	840-8413
Transfer Information	Student Success Center	ADM 106	840-8431
Tuition	Cashier's Office	ADM 118B	840-8405
Tutoring	Tutoring Center	CTR 170	864-3258
Veterans Services	Veterans Services Office	ADM 115	864-3194
Workforce	Student Success Center	ADM 106	964-6265
Work Study	Financial Aid Office	ADM 119	964-6544
Writing Center	Library	LSC 207	864-3378

PUYALLUP CAMPUS/PARKING MAP



PIERCE COLLEGE AT JOINT BASE LEWIS McCHORD MAP AND DIRECTORY



DIRECTIONS
JBLM is actively enforcing the provisions of the Real ID act of 2005 which requires acceptable ID. For additional information, please visit <https://home.army.mil/lewis-mcchord/index.php/about/visitor-information>

Stone Education Center
6242 Colorado Ave
Fort Lewis, WA 98433

Take exit 120 toward Lewis Main. Merge onto 41st Division Dr (partial restricted usage road, installation access pass required to proceed through gate). After installation gate, turn left at first stoplight onto Colorado Ave (restricted usage road). Take second exit on roundabout to stay on Colorado Ave. The Stone Education Center will be 1/3 mile down on the left.

McChord Education Center
851 Lincoln Blvd
McChord AFB, WA 98438

Take exit 125 toward McChord Field. Merge onto Bridgeport Way SW (partial restricted usage road, installation access pass required to proceed through gate.) Immediately after the installation gate, turn right onto Fairway Rd. (restricted usage road). At stop sign, turn right onto Lincoln Blvd. (restricted usage road). The McChord Education Center will be 1/2 block down on the left (in the same building as the library). The Education Center is located on the 3rd floor.



DIRECTORY

Enrollment Services
Fort Lewis: 253-964-6567
McChord: 253-964-6606
jblmregistration@pierce.ctc.edu

National Test Center
253- 912-3757
ntc@pierce.ctc.edu

Student Success/Advising
Fort Lewis: 253-964-6567
McChord: 253-964-6606
miladvising@pierce.ctc.edu

NAMES & NUMBERS

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All students are advised that the Pierce College Marketing & Communications Office takes photographs and shoots videos throughout the year which may include images (as well as audio/video recordings of voices) of members of the student body and reserves the right to use them for publicity, promotional and marketing purposes. The College also reserves the right to take photographs of campus facilities and scenes, events, faculty, staff and students for promotional purposes in any areas on campus or at any Pierce College-sponsored event off campus where subjects do not have a normal and reasonable expectation of privacy. All such photographs and videos are defined as "Directory Information" and are the property of Pierce College and may be used for Pierce College promotional purposes (e.g. electronic and printed publications, websites, classroom use, college ads, etc.) without prior permission of the subjects.

As a general practice, there is no attempt to collect individual photo release forms from students. Instead, we make the assumption that Pierce College students are our best resources for marketing the College and that they will welcome involvement in these activities. However, students who do not wish to have their images/voices used for this purpose must stipulate this in writing to Marketing & Communications at the beginning of the quarter. It is also expected that such students will excuse themselves from photo/video sessions and inform the Pierce College photographer/videographer that they do not wish to be included.

EMERGENCY PROCEDURES

TO REPORT AN EMERGENCY

Call **911** for emergencies that pose an imminent threat to persons or property, then contact Campus Safety

Fort Steilacoom, CAS 311 253-964-6751 Puyallup, ADM 117 253-840-8481

Provide specific details about the nature and location of the emergency. If 911 has been contacted, Campus Safety will lead first responders to the incident location. Campus Safety may also be contacted via Emergency Call Box Systems, locations are noted on campus maps.

EMERGENCY EVACUATION

Gather all personal belongings and evacuate immediately. Go 200 feet from the building, and await instructions from Emergency Evacuation Coordinators.

EMERGENCY CAMPUS CLOSINGS

If the college or a campus is closed because of weather-related conditions or another emergency, that information will be made available through the following radio and television stations:

RADIO						
KGX 1240	KLAY	KRXY	KXXO	KMAS	KLSS	
KAYO	1180	94.5	96.1	103.3	106.1	
96.9						
KCIS 630	KGRG	KSWD	KIRO	KIXI	KOMO	KNKX
KCMS	89.9	94.1	97.3	880	1000	88.5
105.3	1330				97.7	NPR

TV	
Ch. 13 - KCPQ (FOX)	Ch. 4 - KOMO (ABC)
Ch. 5 - KING (NBC)	Ch. 7 - KIRO (CBS)

More information can be found at:








www.pierce.ctc.edu
www.flashalert.net
www.facebook.com/PierceCollegeDistrict
www.twitter.com/piercecollege
JBLM: www.facebook.com/PCMilitaryProgram

EMERGENCY NOTIFICATIONS

Sign up for emergency notification text alerts here:
www.pierce.ctc.edu/safety-notification

This publication is produced by the Pierce College Marketing and Communications department in collaboration with, and through funds provided by, Fort Steilacoom and Puyallup Student Life and student success.

New Student CHECKLIST

- 
Activate Pierce College student email
www.pierce.ctc.edu/student-email
- 
Review elearning information
Recommended before taking online classes.
www.pierce.ctc.edu/elearning-new-students
- 
Complete registration online
 Fort Steilacoom & Puyallup: my.pierce.ctc.edu
 JBLM: www.pierce.ctc.edu/jblm-registration
- 
Pay online or go to the Cashier's Office
www.pierce.ctc.edu/tuition-pay-now
- 
Order books online or at the Bookstore
www.pierce.ctc.edu/bookstores
- 
Get Student ID card
 Available in the Student Life office.
- 
Get Parking permit
 Available in the Campus Safety offices.



JULY 2020

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 **possibilities.
realized.**

Pierce College Fort Steilacoom
 9401 Farwest Drive SW
 Lakewood, WA 98498-1999
 253-964-6500

Pierce College Puyallup
 1601 39th Avenue SE
 Puyallup, WA 98374-2222
 253-840-8400

Pierce College at JBLM
 Fort Lewis: 253-964-6567
 McChord: 253-964-6606