2023-24 ACADEMIC CALENDAR
AT A GLANCE

SUMMER TERM 2023
JULY 4  Fourth of July holiday**
JULY 5  Summer term begins  FS/PY  JBLM
AUG. 24  Last day of instruction  FS/PY
AUG. 30  Last day of instruction  FS/PY

FALL TERM 2023
SEPT. 26  Fall term session 1 begins  FS/PY  JBLM
OCT. 9  Indigenous People’s Day*, JBLM closed**
OCT. 11  Fall term session 2 begins  FS/PY  JBLM
OCT. 30  Winter registration begins (current students)
OCT. 31  No classes*
NOV. 10  Veterans Day*, JBLM closed**
NOV. 13  Winter registration begins (new students)
NOV. 22  No classes*
NOV. 23-24  Thanksgiving and Native American Heritage Day**
NOV. 29  Last day of instruction (session 1)  JBLM
DEC. 11  Last day of instruction  FS/PY
DEC. 12-14  Final exams  FS/PY
DEC. 14  Last day of instruction (session 2)  JBLM

WINTER TERM 2024
JAN. 26  No class**
FEB. 5  Spring registration begins (current students)
FEB. 19  Presidents’ Day**
FEB. 20  Spring registration begins (new students)
MARCH 7  Last day of instruction (session 1)  JBLM
MARCH 18  Last day of instruction  FS/PY
MARCH 19-21  Final exams  FS/PY
MARCH 21  Last day of instruction (session 2)  JBLM

SPRING TERM 2024
APRIL 1  Spring term session 1 begins  FS/PY  JBLM
APRIL 15  Spring term session 2 begins  FS/PY  JBLM
MAY 10  No classes**
MAY 17  Memorial Day**
MAY 27  Last day of instruction (session 1)  JBLM
JUNE 3  Last day of instruction  FS/PY
JUNE 11  Last day of instruction  FS/PY
JUNE 12-14  Final exams  FS/PY
JUNE 14  Last day of instruction (session 2)  JBLM
JUNE 14  Graduation  FS/PY
JUNE 19  Juneteenth holiday**

For updated information on events and activities, go to www.pierce.ctc.edu/calendar

This handbook belongs to:
BACHELOR OF APPLIED SCIENCE DEGREES

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

- BAS in Applied Business Management (BAS-ABM)** – A cohort-based, full-time, two-year program. Gain 21st century technical, transferrable, and lifelong-learning skills employers demand.
- BAS in Construction Management** – Students who complete the Associate in Construction Management can seamlessly transition into the Bachelor of Applied Science in Construction Management (BAS CM). The BAS CM provides greater depth into the skills and knowledge needed to gain employment within the construction management field.
- BAS in Dental Hygiene** – This program enjoys national acclaim and prepares students to become 21st-century emergency management professionals.
- 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 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 your final 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 (BEA) English as a Second Language (ESL)
- General Education Development (GED)

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Pierce College Adult Diploma (PCAD)

- Basic Education for Adults (BEA)
- English as a Second Language (ESL)
- General Education Development (GED)
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®: www.wasac.wa.gov/wasfa

2. Log in to your pdct ct.st Student Homepage and choose the Financial Aid link:
   - 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 student’s preferred 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.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
  - 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: 253-964-6505
PT: 253-864-3194
www.pierce.ctc.edu/tuition

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.

LGBTQIA+ resources.
- Student Technology Assistance Team (STAT)
  - FS: 253-964-6310 | OLY 301
  - PT: 253-840-8437 | CTR 272
  - STAT@pierce.ctc.edu
  - www.pierce.ctc.edu/computer-labs

canvas
- Canvas
  - FS: 253-964-6244 | CAS 322
elearning@pierce.ctc.edu

STARFISH
- STARFISH
  - FS: 253-964-6373
helpdesk@pierce.ctc.edu
- FS: 253-964-6244 | CAS 322
elearning@pierce.ctc.edu
- IF HELPDESK
  - FS: 253-964-6373
helpdesk@pierce.ctc.edu
Monday through Friday, 8 a.m. - 5 p.m. (summer hours may vary.)
Independence Day

Summer Term Begins

Nelson Mandela Day

French-American Heritage Month
### August 2023

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#### Cultural Calendar Language

Pierce College invites you to reflect on, celebrate and learn more about the diversity of our college community through these holidays and days of observance. Check out our cultural calendar at [www.pierce.ctc.edu/calendar/cultural](http://www.pierce.ctc.edu/calendar/cultural).

Do you have an observance you would like to suggest for the Cultural Calendar? Please email webupdates@pierce.ctc.edu with your suggestions and feedback.
### September 2023

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<td>Hispanic Heritage Month Sept. 15 - Oct. 15</td>
<td>Student Life Fall Welcome Days Activities and college resources available</td>
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**NOTES:**
- **International Literacy Day**
- **Labor Day**
- **Hispanic Heritage Month Sept. 15 - Oct. 15**
- **FALL TERM SESSION 1 BEGINS Fall Term Session 1 Begins**
- **Student Life Fall Welcome Days Activities and college resources available**
- **OFFICIAL BREAK**
- **First day of fall & Back to school**
- **Equinox**
- **Pride Month**
- **International Literacy Day**
- **International Day of Peace**
- **Bi Visibility Day**
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**October 2023**  Domestic Violence Awareness Month

- International Day of Non-Violence
- World Mental Health Day
- FALL TERM SESSION 2 BEGINS
- NO CLASSES
- Winter registration begins (current students)
- Halloween

**Events:**

- Halloween
- Domestic Violence Awareness Month
- National Indigenous Peoples Day
- World Mental Health Day
- FALL TERM SESSION 2 BEGINS
- NO CLASSES
- Winter registration begins (current students)

**Notes:**

- Bullet points listing various awareness and heritage months.
## November 2023

**National Native American Heritage Month**

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<td><strong>10</strong> NO CLASSES, COLLEGE OPEN JBLM CLOSED</td>
<td><strong>11</strong> Veterans Day</td>
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<td><strong>12</strong></td>
<td><strong>13</strong> Winter registration begins (new students)</td>
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<td><strong>22</strong> NO CLASSES, COLLEGE OPEN Faculty Research and Planning Day (RPD)</td>
<td><strong>23</strong> Thanksgiving</td>
<td><strong>24</strong> Native American Heritage Day</td>
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<td><strong>29</strong> Last day of instruction fall term session 1</td>
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**Thanksgiving**

**COLLEGE CLOSED**

**Veterans Day**

**NO CLASSES, COLLEGE OPEN JBLM CLOSED**

**Last day of instruction fall term session 1**

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**NOTES:**

Remember to meet with your advisor early. Winter registration starts this month!
January 2024

Poverty in America Awareness Month

NOTES:

Remember to meet with your advisor early. Spring registration starts soon!
February 2024  Black History Month

1  First Day of Black History Month
   National Freedom Day

5  Spring registration begins (current students)

8  Presidents’ Day
12  NO CLASSES, COLLEGE CLOSED

15  World Day of Social Justice
22  Spring registration begins (new students)

NOTE:
Remember to meet with your advisor early. Spring registration starts this month!
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<tr>
<td>Brain Injury Awareness Month</td>
<td>Developmental Disabilities Awareness Month</td>
<td>Deaf History Month: March 13 – April 15</td>
<td>Ethnic Equality Month</td>
<td>Gender Equality Month</td>
<td>Greek–American Heritage Month</td>
<td>Irish–American Heritage Month</td>
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<td>International Multiple Sclerosis Education and Awareness Month</td>
<td>Ramadan: March 22 – April 21</td>
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<td>St. Patrick’s Day</td>
<td>Last day of instruction winter term session 1</td>
<td>International Day for the Elimination of Racial Discrimination</td>
<td>Final Exams winter term session 1</td>
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NOTES:

- **International Women’s Day**: March 8
- **Women’s History Month**: March 13 - April 15
- **Last day of instruction winter terms**: March 24 - 27
- **Final Exam winter terms**: March 30 - April 2
- **Pi Day**: March 14
- **Good Friday**: April 17
- **Easter/Passover ends**: April 20
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<td>Cinco de Mayo</td>
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<td>Memorial Day</td>
<td>NO CLASSES, COLLEGE CLOSED</td>
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<td><strong>29</strong></td>
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**Haitian Heritage Month**
**Indian Heritage Month**
**Jewish–American Heritage Month**
**National Asian American and Pacific Islander Heritage Month**
**National Mental Health Month**
**Older Americans Month**
June 2024

Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Pride Month

1. Father's Day
2. Last day of instruction
   - spring term session 1
3. Last day of instruction
   - spring term session 1
4. Final Exams
   - spring term 1
5. Final Exams
   - spring term 1
6. D-Day
7. Flag Day
8. GRADUATION
   - Final Exams
   - spring term 2
9. Last day of instruction
   - spring term session 2
10. Last day of instruction
    - spring term session 2
11. AIDS Awareness Month
12. Black Music Month
13. Immigration Heritage Month
14. LGBTQ Pride Month
15. National Caribbean American Heritage Month
16. PTSD Awareness Month
17. World Refugee Day
18. Summer School begins
19. College Closed
20. World Refugee Day
21. COLLEGE CLOSED
22. COLLEGE CLOSED
23. COLLEGE CLOSED
24. COLLEGE CLOSED
25. COLLEGE CLOSED
26. COLLEGE CLOSED
27. COLLEGE CLOSED
28. COLLEGE CLOSED
29. COLLEGE CLOSED
30. COLLEGE CLOSED
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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 jblmadvising@pierce.ctc.edu.

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 electronic and printed publications, websites, classroom use, college events, etc. without the permission of the subjects.

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The College will not make use of any image or video containing any student’s likeness unless the student has given written permission to do so.

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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

McChord Education Center
851 Lincoln Blvd
McChord AFB, WA 98438

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.

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 ½ block down on the left (in the same building as the library). The Education Center is located on the 3rd floor.

STUDENT HANDBOOK 2023-24
McChord AFB, WA  98438
851 Lincoln Blvd
McChord Education Center
Fort Lewis, WA  98433
6242 Colorado Ave
Stone Education Center
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NOTES

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
Puyallup, ADM 117
253-444-0325
253-444-0325

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 the police. If 911 has been contacted, Campus Safety will lead first responders to the scene of the emergency.

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
KGY 1240
KLAY
KRVY
KXXO
KMAS
KISS
KIRO
KIXI
KOMO
KNKX

KAYO
KGRG
KSWD
KROI
KIKI
KOMO
KNKX

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

96.9
94.1
97.3
880
1240
1180
1140
1330

96.1
103.3
88.5

105.3

KGY

KAYO

More information can be found at:
www.pierce.ctc.edu

www.facebook.com/PierceCollegeDistrict
www.twitter.com/piercecollege

www.flashalert.net

www.pierce.ctc.edu/safety-notification

www.facebook.com/PCMilitaryProgram

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

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ACTIVATED YOUR CTCLINK ACCOUNT?
www.pierce.ctc.edu/student-email

VERIFIED YOUR PREFERRED EMAIL?
Recommended before taking online classes.
www.pierce.ctc.edu/ctclink-students

MET WITH YOUR ADVISOR?
www.pierce.ctc.edu/advising

REGISTERED FOR CLASSES?
www.pierce.ctc.edu/ctclink

EXPLORED AND SECURED FUNDING?
www.pierce.ctc.edu/pay-college

FOUND YOUR CLASS MATERIALS/BOOKS?
www.pierce.ctc.edu/bookstores

PICKED UP YOUR STUDENT ID CARD?
Available in the Student Life office.

PICKED UP YOUR PARKING PERMIT?
Available in the Campus Safety offices.