

Essential College Information Sheet

All of the following information is available from either the college's website (<http://www.pgcc.edu/students.html>) or by calling one of the telephone numbers provided there or within this document.

[Aerial Photograph of Our Campus, Area Map, and Campus Map](#)

Academic Calendar Sp07		
Feb 15	Thursday	Last Day to Apply for Spring Graduation
Feb 19	Monday	Presidents' Day - College Closed > No Classes
Feb 23	Friday	Last Date to Change from Credit to Audit Status
Mar 5	Monday	Last Day to Withdraw from 1st-half Semester Classes
Mar 20	Tuesday	Mid-Term; End of 1 st -half-Semester Classes
Apr 7 - 13	Saturday - Friday	Spring Break - College Closed > No Classes
Apr 20	Friday	Last Day to Withdraw from Full Semester Classes
May 10 - 16	Thursday - Wednesday	Final Exam Period - - - > Last Week of Classes
May 24	Thursday	Commencement
Summer 2007 Credit Classes begin Monday, June 4, 2007.		
Source for Calendar Information		



Outside of Class Requirements:

The "standard" recommended time to allocate for study is 12 hours/three-credit course/week i.e., for every hour in class you need to devote three hours of study at "home."

Recording Devices:

Request Permission from me. Use may be granted under special circumstances only.

Eating/Drinking in Class:

Not acceptable.

Cell Phones/Smart Phones

Turn off Cell Phones Before entering our Classroom or Labs:



Not acceptable anytime.

DISABILITY SUPPORT SERVICES

Students requesting academic accommodations are required to contact the Disability Support Services Office (M-1042) or call (301) 322-0838 (voice) or (301) 322-0122 (TTY) to establish eligibility for services and accommodations. Students with documented disabilities should discuss the matter privately with their instructors at the beginning of the semester and provide a copy of their Student/Faculty Accommodation Form.

CODE OF CONDUCT

The Prince George's Community College Code of Conduct defines the rights and responsibilities of students and establishes a system of procedures for dealing with students charged with violations of the code and other rules and regulations of the college. A student enrolling in the college assumes an obligation to conduct himself/herself in a manner compatible with the college's function as an educational institution. Refer to the 2006-2007 *Student Handbook* (beginning on page 43) available here at <http://www.pgcc.edu/students/handbook/index.html> for a complete explanation of the code of conduct, including the Code of Academic Integrity and the procedure for dealing with disruptive student behavior.

CODE OF ACADEMIC INTEGRITY

The college is an institution of higher learning that holds academic integrity as its highest principle. In the pursuit of knowledge, the college community expects that all students, faculty, and staff will share responsibility for adhering to the values of honesty and unquestionable integrity. To support a community committed to academic achievement and scholarship, the Code of Academic Integrity advances the principle of honest representation in the work that is produced by students seeking to engage fully in the learning process. The complete text of the Code of Academic Integrity is in the above referenced [Student Handbook](#) (beginning on page 43) and posted on the college's website.

Academic Honesty Policy

Copying versus helping . . . Explained . . . It is a very simple matter to copy someone else's work or to ask a friend to do an assignment for you. It is more difficult to ask that friend to help you understand the concepts and then assist you. The former is cheating; the latter is legitimate student-to-student tutoring. The former teaches you nothing, though it may get you a perfect score on a given project; the latter improves your ability to tackle the next project, the next exam, and the next assignment after that. While naturally I do my best to discourage cheating, I also encourage you to work with each other to improve your understanding, that is, to tutor and assist each other. I expect that you will always be able to explain your work. If you cannot explain it, I will assume that you didn't do it, and I will grade it accordingly. If you are unsure of the difference between helping and cheating, it is better to err on the side of caution. Also, review carefully the Indiana University Education Department's *How to Recognize Plagiarism* tutorials if you are uncertain. Here is the link: <http://www.indiana.edu/~istd/>. Furthermore, in order to discourage plagiarism, some projects may be submitted to <http://TurnItIn.com> for an analysis of originality.

Delayed College Openings

When the college announces a delayed opening, all classes with at least 45 minutes of class time remaining at the time of the opening will be held. For example, in the event of a 10 a.m. opening, a 9:30-10:45 a.m. class will be held. This procedure applies to all credit classes.

ACADEMIC PROGRAMS:

Center for Work-Based Learning Marlboro Hall, Room 2102

301-322-0136

<http://academic.pgcc.edu/CoopEducation/index.shtml>

The Center for Work-Based Learning assists students with combining work experience and academic study. Students are placed in jobs or internships where they may apply classroom learning to the real world. Faculty and on-site supervisors monitor the training to assure that it is relevant to the student's major. College credit is earned for this work-based learning. Work sites are located throughout the Washington, D.C. area as well as in Europe and Africa.

Collegian Centers

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

The College's five Collegian Centers provide a "place to belong" outside of the classroom. They bring students in particular disciplines together for co-curricular activities and opportunities:

- Administration of Justice - criminal justice, forensic science, and paralegal/pre-law **301-386-7553
301-322-0757**
- Bernard Center - business management and accounting **301-322-0700**
- Humanities - art, communication, English, language studies, music, philosophy and theatre **301-583-5209**
- PSE - psychology, sociology, and elementary and secondary education **301-386-7587**
- STEM - science, technology, engineering and mathematics **301-341-3086**

Hillman Entrepreneurs Program**301-322-0700****Temporary Offices (TO) Room 116**

Students in any major, who have a passionate desire to start, run, or own a business may apply for admission to the Hillman Entrepreneurs Program. Admission is competitive. The program builds entrepreneurial skills, pays up to 64% of tuition, provides a \$500 stipend, and, qualified students transfer to UMCP as Hillman Entrepreneurs where they have up to 64% of their tuition paid and receive a \$1,000 stipend.

Honors Academy/Program**301-322-0433****Marlboro Hall, Room 1087**

The Honors Academy admits academically outstanding honors students who are interested in a rigorous program of academic excellence, intellectual development, leadership and community service. Prince George's Community College Honors Program promotes students' intellectual growth and enrichment.

International Education Center**301-322-0177****Lanham Hall, Room 117**

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

The International Education Center provides academic support and assistance to students who need help with courses or with understanding the American higher education system. The Center brings international and American students together for learning enrichment activities, including a variety of discussion forums that foster awareness and understanding of cultural issues.

Service Learning**301-322-0713**

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

CAMPUS RESOURCES AND SERVICES:**Student Development Services**

Student Development Services offers programs that provide students with advising, individual counseling, and mentoring. For more information, call 301-322-0886 or check the website below.

http://www.pgcc.edu/pgweb/pgdocs/student_services/index-sds.htm

Please continue to the next page for more services.



Office	Location	Phone	Hours of Operation
Bladen Computer Center (Open Lab)	Bladen 104	301-322-0999	Mon.-Thurs.: 8 am - 10 pm Fri.: 8 am - 5 pm Sat.: 9 am - 5 pm Sun.: Closed
Marlboro Learning Lab	Marlboro 2129	301-322-0503	Mon.-Thurs.: 8 am - 9 pm Fri.: 8 am - 4 pm Sat.: 8:30 am - 3 pm Sun.: 10 am - 1 pm
Mathematics Learning Center	Marlboro 3104	301-583-5257	Mon.: 9 am - 9 pm Tues.: 8 am - 8 pm Wed.: 9 am - 8 pm Thurs.: 9 am - 9 pm Fri.: 9 am - 6 pm Sat.: 9 am - 3 pm Sun.: Closed
Bookstore	Largo Student Ctr. (LSC) 116	301-322-0912	Hours vary at beginning and end of the semester. Please call or check website to confirm.
http://www.pgcc.edu/pgweb/pgdocs/bookstore.html			
College Life Services	LSC 149	301-322-0853	Mon.-Fri.: 8:30 am - 5 pm
Distance Learning	Accokeek 313	301-322-0463	Mon.-Thurs.: 8:30 am to 8 pm Fri.: 8:30 am to 6 pm Phone support available M-F: 8:30 am to 9 pm
http://www.pgconline.com			
Learning Resources (Library)	Accokeek	301-322-0105	Mon-Thurs.: 8 am - 8 pm Fri.: 8 am - 5 pm Sat.: 10 am - 3 pm Sun.: Closed
http://www.pgcc.edu/library			
Student Assessment Services (Testing Center)	Bladen 100	301-322-0090	Mon-Thurs.: 8:30 am - 8:30 pm Fri.: 8:30 am - 4:30 pm 1 st Friday of each month: 8:30 am - 2:30 pm Sat.: 9 am - 3:30 pm No additional students will be admitted for testing 30 minutes prior to the posted closing time.
http://www.pgcc.edu/students/sas			
Tutoring and Writing Centers	Bladen 107	301-322-0748	Mon-Thurs.: 8:30 am - 8:30 pm Fri.: 8:30 am - 4:30 pm Sat.: 9 am - 3:30 pm
http://www.pgcc.edu/students/tutoring_writing_grammar/			