

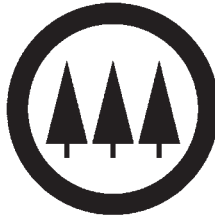


*Starting out
or Starting over*



Pine Technical &
Community College

2019-2020 Student Handbook



Pine Technical & Community College

2019/2020

Property of: _____

Address: _____

Phone #: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.



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Pine Technical &
Community College

WELCOME TO PINE TECHNICAL & COMMUNITY COLLEGE

Congratulations on making the decision to further your education at Pine Technical and Community College (PTCC)! We continue to improve and deliver excellent academic programs and student support services that help our students be successful. Our staff and faculty are committed to helping you achieve your educational and career goals. Thank you for letting us support your journey towards a brighter future!

ABOUT US

Pine Technical and Community College has been serving students in the east central Minnesota region and beyond since 1965. As part of the Minnesota State Colleges and Universities system, which consists of 37 colleges and universities, the College awards certificates, diplomas, associate, and transfer degrees. PTCC offers one of the lowest tuition rates in the Minnesota State system while delivering high quality programs and services. What students find most compelling about Pine is the small faculty to student ratio and friendly staff who know many students by name. Located half-way between the Twin Cities and Duluth, Pine has a growing population that serves students of all demographics whether they are starting out or starting over in their career.

CAMPUS CONTACT INFORMATION

Campus Address – 900 Fourth Street SE, Pine City, MN 55063

Campus Phone Numbers – for a complete list of staff and faculty phone numbers, please visit our campus website at: www.pine.edu/staff-and-faculty/directory/.

Quick Reference Numbers:

Pine Technical and Community College/Student Affairs 320-629-5100

Student Senate 320-629-5160

www.pine.edu/current-students/student-life/student-senate

IT Helpdesk 320-629-5113

www.pine.edu/technology-services/contact-the-ptcc-helpdesk

Campus Store 320-629-5137

www.campus-store.pine.edu/home.aspx



Pine Technical & Community College

2019-2020 ACADEMIC CALENDAR

Fall Semester 2019	Total Instructional Days: 79
August 20-22	Faculty and Staff Administrative Directed In-service (No classes)
August 23	Faculty Work Day (Contract Day)
August 26	Fall Semester Begins; First Saturday class September 7
September 2	Labor Day Holiday (Campus Closed); No classes Aug 31
October 7-11	Advising Week: Students meet with advisors
October 14	Continuing Student/Veterans Registration Opens
October 16	New Student Registration Opens
October 17-18	Non-contract Faculty Days (No classes)
October 19	Mid-Term Ends - Saturday classes held Oct 19
November 11	Veteran's Day Observed (Campus Closed)
November 28-29	Thanksgiving Holiday (Campus Closed); also closed Saturday, Nov. 30
December 16-20	Final Exam Week; Final Exams for Sat. Classes Dec. 21
December 20	Last Day of Classes; Last Saturday Class Dec. 21
December 25	Holiday (Campus Closed)
December 23-January 12	Semester Break (No classes)
Spring Semester 2020	Total Instructional Days: 81
January 1	New Year's Day Holiday (Campus Closed)
January 8-9	Faculty and Staff Administrative Directed In-service (No classes)
January 10	Faculty Work Day (Contract Day)
January 13	Spring Semester Begins; First Saturday Class Jan. 18
January 20	Martin L. King Holiday (Campus Closed)
February 4	No evening classes after 6:00 pm (Precinct Caucus Day)
February 17	Presidents' Day (Campus Closed)
March 2-6	Advising Week: Students meet with advisors
March 7	Mid-Term End - Saturday classes held Mar 7
March 9-13	Spring Break (No classes); No Saturday class Mar. 14
March 16	Continuing Student/Veterans Registration Opens
March 18	New Student Registration Opens
April 3	Campus Conversation Day (Faculty Contract Day; No classes)
April 11	No Saturday Classes
May 11-14	Final Exam Week; Final Exams for Sat. Classes May 9
May 14	Last Day of Classes; Last Saturday Class May 9
May 15	Commencement and Faculty Contract Day (No classes)
May 19	Faculty Contract Day
Summer Session 2020	Total Instructional Days: 39
June 8	Summer Session Begins
July 3-4	Independence Day (Campus Closed)
August 1	Last Day of Summer Session
Additional Faculty Contract Day 2020 - 1 additional non-instructional day (summer)	

THANK YOU

This handbook was made possible by the generous contribution of the Pine Technical and Community College Student Senate. It is paid for with funds from your Statewide Student Association (www.mscca.org) and PTCC Activity Fees. This is one of many services provided by your Student Senate. For more information on Student Senate and other PTCC student organizations, please feel free to stop by the Student Life Office.

All information in this document is accurate at the time of printing. Policies, procedures, and practices are continuously reviewed and revised and may change throughout the academic year. Check with the Student Affairs office if you have questions that are not specifically addressed in this Handbook. Current Pine Technical and Community College policies can be found at: <http://www.pine.edu/about/public-information-and-policies/>

MISSION, VISION AND VALUES

Mission Statement – Known for innovation and contributions to strengthen communities, we make college possible for those starting out or starting over. Whether a student seeks a career program, new skills or general education transferrable to another college or university, Pine Technical and Community College is an excellent choice.

PTCC Vision – In 2027, the people of East Central Minnesota will first turn to Pine Technical and Community College when they want career education, new skills or general education. More than 1200 FYE will be enrolled in programs; more than 4000 will benefit from training experiences; and the region will enjoy a dynamic, vibrant cultural resource. The heart of the college will be in up-to-date, technology-driven facilities, complemented by satellite sites and online capabilities.

PTCC Values - Pine Technical and Community College firmly believes knowledge improves lives; thus, the College is committed to the following values:

- Student-focused
- Innovative
- Inclusive
- Transparent
- Respectful
- Passionate

Policies and Procedures – Policies and procedures are reviewed and updated to meet changing practices, legislation and/or to support student and business needs. For the most updated versions of policies and procedures, please refer to www.pine.edu/about/public-information-and-policies/campus-policies/.

ACCREDITATION AND GOVERNANCE

Pine Technical and Community College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, 230 South, LaSalle Street, Suite 7-500, Chicago, IL 60604.

EQUAL OPPORTUNITY

Pine Technical and Community College strives to provide a bias-free learning environment through equal opportunity for all students. An appreciation for diversity is reflected in program curricula, college organizations and special events. *The diversity mission statement is as follows: Pine Technical and Community College values the benefit of diversity and is committed to supporting an inclusive environment that recognizes the value and dignity of each person. Our role is to create a climate where each individual feels welcomed, supported and respected.*

Students, staff, and faculty shall have equal access to its programs, facilities, and employment regardless of race, color, creed, religion, gender, national origin, sexual preference, veteran's status, marital status, age, disability, political affiliation/belief status with regard to public assistance, or inclusion in any other group or class against which discrimination is prohibited by Title IX, Education Amendment of 1972; Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act (ADA) of 1990; Chapter 363 of Minnesota Statutes and other applicable federal, state, and local statutes and regulations. This policy is particularly applicable in college-approved housing, food service, student activities and all student services. It is also a guiding policy in the employment of students either by the College or by other employers through the College and in the employment of faculty and staff.

Pine Technical and Community College's Title IX Coordinator is Shawn Reynolds, Director of Student Affairs, who can be reached at 320-629-5161. Pine Technical and Community College's ADA/Section 504 Coordinator and Title VI Coordinator is Jen Rancour, Student Success Coordinator, who can be reached at 320-629-5174. These individuals may be reached at Pine Technical and Community College, 900 4th Street S.E., Pine City, MN 55063.

Concerns regarding discrimination under any of the College's educational programs, activities, or services should be directed to the College's Vice President of Academic & Student Affairs. Further inquiries can be made to the MN Department of Human Rights, the MN Department of Education, or the Office for Civil Rights, U.S. Department of Education. Contact information for these agencies is available through the Pine Technical and Community College's Student Affairs Office and is also on file in the Learning Resource and Technology Center.

GETTING STARTED

KEY TERMS AND ABBREVIATIONS

AA – Associate of Arts

AAS – Associate of Applied Science

AS – Associate of Science

DARs – (Integrated Degree Audit Report)

D2L Brightspace – Desire to Learn

FAFSA – Free Application for Federal Student Aid

FERPA – Data privacy laws governing the disclosure of academic record information

G. P. A. – Grade Point Average

Cumulative G. P. A. – Grade point average of ALL credits earned at PTCC

Program G. P. A. – Grade point average of all required Program of Study courses

ID – Identification Badge

LRTC – Learning Resource and Technology Center

MinnState – Minnesota State Colleges and Universities – formerly MnSCU

PSEO – Post Secondary Education Options (campus based, concurrent enrollment and ITV delivered courses

Rm – Room

Transferology – system used to identify transfer options within the MinnState system

ADMISSION TO THE COLLEGE

All career and technical opportunities will be offered without regard to race, color, national origin, sex or disability. The college assures that the lack of English skills will not be a barrier to admission and participation. For information on applying to the college, please visit: <http://www.pine.edu/apply>.

ABILITY TO BENEFIT

As of July 1, 2012, students without a high school diploma or a General Education Diploma (GED) may be accepted to the college but will not be eligible for federal financial aid. A student may be asked to provide their high school transcripts or proof of GED.

IMMUNIZATION

Minnesota Law (MS 135A.14) requires that all students born after 1956 and who graduated from high school before 1997 and enroll in a public or private post-secondary school in Minnesota, including Pine Technical and Community College, must provide evidence of immunization for measles, mumps, rubella, diphtheria and tetanus. Immunization forms and additional information are available from the Student Affairs Office or at: <http://www.pine.edu/assets/uploads/files/immunizationform.pdf>. Exemptions to this requirement do exist. For more information see M.S.135A.14 Subd.3.

ASSESSMENT FOR COURSE PLACEMENT

Prior to registering for courses, incoming students complete an assessment of their basic academic skills. The assessment results are used for academic advising, career counseling, and to assist students in selecting appropriate courses. Upon receipt of a completed application (see the College's Policy 300), students will receive a letter notifying them to contact Student Affairs to schedule their assessment.

TRANSFER OF CREDIT

Students transferring credits from another Minnesota State Colleges and Universities System institution will have their credits transferred in automatically and do not need to provide an official copy of their transcript. Students requesting transfer of credit from a non-Minnesota State College or University must submit an official copy of that college's (host college) transcript for evaluation by the college. Information regarding the Minnesota Transfer Curriculum can be found on the Pine Technical and Community College website at: <http://www.pine.edu/programs/liberal-arts/minnesota-transfer-curriculum>. Students have the right to appeal a transfer decision. For information on that process, contact the Student Affairs Office.

CREDIT FOR PRIOR LEARNING

Students with measurable non-college learning experiences, such as industry certifications, Advanced Placement courses, non-credit hour-based courses, etc. are encouraged to explore credit for prior learning. See PTCC Policy 217 for more information or contact the Transfer Specialist in Student Affairs.

STUDENT SUCCESS TIPS

The following items are designed to help students navigate through their college journey and assist in successful achievement of their educational and career goals.

Prepare for Classes

- **Bookmark the Current Students page** at: <http://www.pine.edu/current-students/> for quick access to D2L Brightspace, eServices and resources.
- **Activate a STAR ID** – STAR ID is required for D2L Brightspace and eServices log in. A student can acquire and manage their STAR ID account at: <https://starid.minnstate.edu/>
- **Acquire a Student ID** – Student ID is required for accessing the Learning Resource and Technology Center (LRTC) resources, printing, events, activities and student identification. Student ID can be acquired in the LRTC.
- **Opt-In for Campus Communication** at: <http://pine.edu/technology-services/text-message-alerts>
- **Arrange College Finances** – Students are encouraged to complete a Free Application for Federal Student Aid (FAFSA) and must make payment arrangements or pay tuition by the tuition deadline.

Check Academic Progress – Review the Interactive Degree Audit Report (DARs) found in eServices, with the assistance of your academic advisor, before registering each semester. Students are encouraged to review their DARs frequently and use this to guide registration.

Keep Focused – When things get tough, focus on goals such as: a college degree, better employment, a satisfying career, and greater opportunities.

- arrive to class on time
- be prepared
- participate in class
- ask questions
- seek assistance and resources as soon as a concern or issue arises
- connect with an instructor, classmate(s), student club members or someone at the college that can offer support and encouragement
- Be aware of due dates
 - o add/drop
 - o last date to withdraw
 - o tuition
 - o scholarships
 - o assignments
 - o tests
- Understand the course syllabus provided by the instructors for each course. A syllabus will explain attendance expectations, how a student will be evaluated for grading, due dates for projects, exams and assignment requirements.

- Take detailed notes, ask questions, and access academic supports sooner rather than later. Plan study time, don't procrastinate, and visit the Academic Skills Center for additional support.
- For every 1 credit, plan 2 to 3 hours of classwork, study time, and homework.
- Connect with college support staff who may have many resources and supports available to assist in student success.

Check PTCC email daily! This is the college's formal means of communication.

Check eServices – EVERYTHING regarding a student record can be accessed through eServices:
<http://www.pine.edu/current-students/>

- Financial aid award letter
- Tuition bill and balance due
- Student employment tax forms
- Tuition statement for tax purposes (1098T)
- Registration windows
- Grades and unofficial transcripts
- Student employment eligibility
- Course descriptions and schedule (last date for adding/dropping or withdrawing) and special notes
- DARs – Interactive Degree Audit Report indicates academic progress and program requirements for completion

Student Resources – visit the PTCC website: <http://www.pine.edu>

- GPS Life Plan
- Student Employment
- Academic Skills Center and peer tutoring
- Accessibility and Accommodation Services
- Learning Resource and Technology Center/College Library
- Student Success Workshops – free workshops are provided to enhance academic and life skills
- Student Affairs – resources and support are available by calling 320-629-5100
- Desire to Learn (D2L Brightspace) and online resources: [pine.edu/current-students](http://www.pine.edu/current-students)
- IT Helpdesk – email helpdesk@pine.edu
- Program requirements – students are encouraged to reach out to their Program Advisor if they need additional information on program requirements.

Satisfactory Academic Progress – Check regularly with instructors to make sure adequate progress is being made. Satisfactory Academic Progress is required to remain in good academic standing and maintain eligibility for financial aid. For more information, see *RECORDS & REGISTRATION*.

Academic Alert System – At PTCC we want every student to be successful. The Academic Alert System is a campus-wide effort that seeks to support students early in the semester when they first begin experiencing difficulty in a class. If a faculty notices that a student is having difficulty in their class (ex. missing class, missing assignments, and low test scores) they may submit an academic alert. This will refer the student to Counseling, Advising, and other Student Support Services. Once an alert has been submitted, a Student Success Team member or a student's Program Advisor will follow up by phone or email to find out what kinds of help might be needed, connect students with the necessary resources, and to help develop a strategy for success.

Apply for Graduation – Complete an application for graduation the semester prior to expected program completion. Watch for graduation alerts via email, hallway monitors and D2L Brightspace.

Plan for Commencement – PTCC celebrates academic success by holding one commencement ceremony each year at the end of spring semester. If a student graduates or completes their academic program in a different term, they are still encouraged to participate in the commencement ceremony.

Keep Current – Students are encouraged to keep their name, address, phone number and email address current. This information can be updated through eServices on the website or at the Student Affairs office.

WEATHER ALERTS

Star Alert

Star Alert emergency messages are sent through text and email during emergency situations. Students, staff, and faculty register for this service and receive text or email messages on their cell phones. Notifications are brief and clearly identified as Star Alerts. They include information on the situation at hand, action to take, and where to find additional information. Students register for Star Alert at: <http://pine.edu/StarAlert> (please note - this is not the same as text message opt-in but is a separate text message system dedicated to campus delays or closings or safety issues).

Determination of closing or delayed opening will be made whenever possible by 6:30 a.m. In case of a weather emergency, students who are deaf or hard of hearing will receive notification by faculty, the supervisor or designated back-up staff. If a weather emergency is called after school hours, students who are deaf or hard of hearing can obtain official notification by watching weather broadcasts on WCCO or KARE 11 Television. Broadcasts are close captioned.

The following are also methods of notification of campus closings:

WCMP (1350 AM/100.9 FM Pine City)

WCCO (830 AM, Twin Cities)

KKCB-B105 (105.1 FM, Duluth)

KOOL (101.7 FM, Duluth)

KARE 11 (Twin Cities)

www.facebook.com/PineTechnicalCommunityCollege

www.pine.edu

CAMPUS CONNECTION

TEXT OPT-IN

Students can choose to OPT IN to receive campus communication via text. PTCC sends helpful information about a variety of campus-related topics, such as:

- Specific course information - Schedule changes or deadlines
- PTCC reminders - Reminders of deadlines for students, such as "last date to withdraw," etc.
- Financial aid - Dates and reminders important for students receiving financial aid
- Student activities - Receive updates about upcoming events hosted by Student Senate
- Technology updates and issues - PTCC system updates and information

This is a free service, however wireless providers may charge a fee.

Information about text options can be found here: www.pine.edu/technology-services/text-message-alerts.

STUDENT EMAIL

The Pine Technical and Community College student email address is considered the official means of communication. Official notifications and campus news will be sent to this email address.

HALLWAY MONITORS

The monitors located throughout the campus are used to communicate broad campus or program information.

DESIRE 2 LEARN BRIGHTSPACE (D2L BRIGHTSPACE)

At times, campus-wide announcements will be posted in the NEWS section of D2L Brightspace. Not all important messages are posted in D2L Brightspace, so please check email frequently.

ACADEMIC ADVISING

Academic advisors are assigned based on program major. Most advisors are faculty teaching in a selected program who are available throughout the semester during their posted office hours. Associate of Arts students should contact a Student Success Advisor prior to registering for courses. New students with advising questions can be directed to Student Affairs.

The academic advisor can help students with:

- Understanding the program requirements
- Course content and sequencing to meet a timetable and overall goals
- Career plans and employment opportunities
- Transfer credits
- College policies and procedures

Students are encouraged to review their Integrated Degree Audit Report (DARs), found at eServices, and bring it with them when meeting with their advisor each semester.

HIGH SCHOOL OPTIONS POST-SECONDARY ENROLLMENT OPTION (PSEO), CONCURRENT ENROLLMENT AND ITV

Pine Technical and Community College gladly participates in the PSEO program and offers this wonderful opportunity to our high school students. The PSEO program is a program established by Minnesota State Statutes 124D.09 to “promote rigorous educational pursuits and provide a wider variety of options for students.” Through Minnesota’s PSEO program, 9-12th grade high school students can get a jump start on earning college credits by taking college courses while they are still in high school. This program allows students to take college courses tuition-free, saving both time and money when completing a college degree.

PTCC offers and supports Minnesota Department of Education (MDE)-approved Career and Technical Course Options, General Education Options, Concurrent Enrollment and dual credit (ITV) options. For detailed information on these options and for policies governing PSEO and high school options including: eligibility, courses and credits, textbook information, academic standards, course completion, and GPA expectations for PSEO students, please refer to the college’s web page at: <http://www.pine.edu/future-students/college-credit-in-high-school/>.

ACADEMIC STANDING

Students have access to accurate information for establishing and maintaining acceptable academic standing, information which will enable students to determine individual academic standing, and information regarding graduation requirements. Students can access this information via eServices by reviewing their Degree Audit Report.

AWARDS - DEGREES, DIPLOMAS, CERTIFICATES

Transcripts or an equivalent award shall be provided to students for completion of a credit course. The transcript is the official record of the student’s effort in a credit-bearing course. Students attending Pine Technical and Community College may work toward various academic awards. www.pine.edu/programs

ASSOCIATE OF ARTS DEGREE

An Associate of Arts (AA) degree may be awarded upon successful completion of a 60 credit program in the liberal arts and sciences curriculum designed to constitute the first two years of a baccalaureate degree. An AA degree requires the completion of at least a 40 credit general education curriculum that fulfills the Minnesota Transfer Curriculum goal areas.

ASSOCIATE OF SCIENCE

The Associate of Science (AS) degree may be awarded for successful completion of a program in a designated field or area, which transfers to a baccalaureate major in a related scientific or technical field. An AS degree may also prepare students for employment. The program shall include a minimum of 30 semester credits in general education. General education courses must be selected from at least six of the ten goal areas of the Minnesota Transfer Curriculum. An AS degree may include the entire Minnesota Transfer Curriculum. The degree is 60 semester credits.

ASSOCIATE OF APPLIED SCIENCE

The Associate of Applied Science (AAS) degree may be awarded for successful completion of a program primarily intended to prepare students for employment. This degree may be designed to transfer to a related baccalaureate major. An AAS program shall include a minimum of 15 semester credits in general education. General education courses shall be selected from at least three of the ten goal areas of the Minnesota Transfer Curriculum. At least 30 semester credits shall be program-related occupational or technical credits. An AAS degree is 60 semester credits unless state or national certifications require additional instructional credits.

DIPLOMA

The diploma is intended to provide a student with an intensive and thorough program of study in a given discipline. Diploma programs may include a combination of technical and general education courses. Diplomas range between 31-72 semester credits.

CERTIFICATE

The certificate is intended to prepare a student for immediate employment in a specialized area in a minimum amount of time. Certificate credit length may range between 9–30 semester credits. Shorter certificates meeting industry requirements are also offered.

ASSESSMENT OF STUDENT LEARNING

The college is committed to quality education. In order to meet the rigor of college requirements, students are assessed at the course, program, and college level.

GRADING POLICY

The grading system, which may include grade shades (plus and minus) as needed, is as follows:

- A – Superior Achievement – 4 Grade Points
- B – Above Average Achievement – 3 Grade Points
- C – Average Achievement – 2 Grade Points
- D – Below Average Achievement – 1 Grade Point
- F – Inadequate Achievement – 0 Grade Point

Note: The quality points for purposes of computing GPA are as follows:

Grade = Points

A	=	4.00	C	=	2.00
A-	=	3.67	C-	=	1.67
B+	=	3.33	D+	=	1.33
B	=	3.00	D	=	1.00
B-	=	2.67	D-	=	0.66
C+	=	2.33	F	=	0.00
			FN	=	0.00

Cumulative Grade Point Average (GPA): A student's GPA is the quotient obtained by dividing the total number of quality points earned by the total number of semester credit hours attempted. The GPA is computed at the end of each semester and is reported with the grades to the student. All grades "A" through "F" are utilized in determining the student's grade point average for the term and for the overall GPA (all PTCC coursework.) Note: Courses transferring from other institutions are not computed in the GPA. (Some programs include transfer credits in major GPA calculations).

NC – No Credit: The notation of "NC" is assigned for unsatisfactory achievement of established outcomes (equivalent to below a "C") in a course where the satisfactory grade is "P". This grade is not calculated in the GPA but counts toward credits attempted.

P – Pass: The grade of "P" is issued for work that is judged average "C" or above. Suitable for transfer, it is not computed in GPA, but counts toward credit completion.

I – Incomplete: The grade of incomplete "I" is assigned at the discretion of the instructor only in exceptional circumstances and is a temporary grade. An "I" grade is recorded as an "F" grade by the Registrar at the end of the eighth week of the next term (not including summer session) if requirements have not been satisfactorily met.

FN – F Never-Attended: The grade of “FN” is assigned by the instructor if the student has not attended any sessions of class. The grade is recorded the second week of the semester and students earning the “FN” will not have financial aid applied to their accounts.

AU – Audit: The notation of “AU” is given for a credit course in which the student elects to take the course without credit. Audit courses do not apply toward GPA, credit completion and/or graduation requirements. Audit enrollment is dependent on available seats and instructor’s approval.

W – Withdrawal: Withdrawal from a course must be declared after the fifth day of the semester, but not later than the 80% point of the class. Under special circumstances, the college may withdraw a student from a course. This action will take place no later than the deadline for student-initiated withdrawal and the student will be notified of the action. A “W” is recorded for the grade on the student’s permanent record and is not computed in the GPA, but factors into credit completion.

Z – In-Progress: The notation of “Z” denotes a course in progress. The instructor submits the appropriate letter grades for each “Z” upon completion of the course.

R – Repeat: The notation of “R” is added to a standard letter grade for a credit course retaken. The course grades remain on the transcript with the grade calculations suspended for the previous grade(s), thus it is not computed in the GPA. All repeated courses are counted in the cumulative completion rate. Any course may be repeated, and no limit is placed on the number of times a course may be repeated, with some program-specific exceptions. A student may not be permitted to receive financial aid for more than one repetition of a previously passed course.

CR – Credit by Examination or Experiential Credit: The grade “CR” is given for a credit course in which a student satisfies the course requirements through testing based on standard class assessments. Not all courses are eligible for Credit by Examination, such as developmental courses. Availability of this option is determined by the instructor. The grade of “CR” is not computed in the GPA.

EX – Experiential and Non-Academic Learning Credit: The grade of “EX” is given for credit courses in which a student satisfies the course requirements through documentation of prior learning. Not all courses are eligible for Experiential Learning Credit, such as developmental courses. Availability of this option is determined by the instructor. The grade of “EX” is not computed in the GPA or credit completion ratio.

ACADEMIC HONORS

Students achieving academic excellence will be eligible for several awards: inclusion on the President’s List, Dean’s List or Notable Achievement List on a semester-by-semester basis and receipt of Honors, High Honors or the President’s Honor Award upon graduation. Grades earned for developmental coursework are not included in the honors calculation.

The President’s Honor Award will be presented at graduation each year to students who are receiving a diploma or degree and have maintained an overall cumulative 4.0 GPA throughout their entire study at Pine Technical and Community College.

The President’s, Dean’s and Notable Achievement lists will be compiled and awarded twice annually, once in fall semester and once in spring semester.

Students who meet the following criteria will be included on the President’s List

1. Current enrollment at PTCC with a declared major as a full-time student (12 or more credits)
2. A GPA for the semester of 4.00
3. Students will be eligible for each semester in which they are enrolled in a declared major
4. Courses taken on a pass/no credit basis will be used to calculate full-time status but not GPA

Students who meet the following criteria will be included on the Dean’s List

1. Current enrollment at PTCC with a declared major as a full-time student (12 or more credits)
2. A GPA for the semester of 3.00-3.99
3. Students will be eligible for each semester in which they are enrolled in a declared major
4. Courses taken on a pass/no credit basis will be used to calculate full-time status but not GPA

Students who meet the following criteria will be included on the Notable Achievement List

1. Current enrollment at PTCC with a declared major as a part-time student (registered for 6-11 credits)
2. A GPA for the semester of 3.50 or above
3. Students will be eligible for each semester in which they are enrolled in a declared major
4. Courses taken on a pass/no credit basis will be used to calculate full-time status but not GPA

Students who meet the following criteria will be recognized during the spring commencement ceremony

1. Students with cumulative GPAs of 3.50-3.74 at the time of application for graduation will be awarded Honors and wear a silver cord at graduation.
2. Students with cumulative GPAs of 3.75-3.99 at the time of application for graduation will be awarded High Honors and wear a gold cord at graduation.
3. Students with cumulative GPAs of 4.00 at the time of application will be awarded the President's Honor Award and wear a gold cord at graduation.

GRADUATION

A student completing their program of study is encouraged to apply for graduation by completing an Application for Graduation the semester prior to their last semester of study. Official completion of the program cannot be reflected on a transcript until an Application for Graduation is received, processed and verified.

COMMENCEMENT

Commencement is the ceremony to celebrate program completion or graduation. Attendance at the spring commencement ceremony is encouraged; however it is optional. Students must indicate their intention to participate in the ceremony on their Application for Graduation. Caps and gowns are required and will be available in the Campus Store.

Students may participate in the spring commencement ceremony if they complete a program of study any time during the fiscal year. Students having no more than eight credits remaining in their major program, or with approval from the Director of Student Affairs, may participate in commencement ceremonies if they show evidence of planned completion within the next term.

CLASSES, PROGRAMS & TRANSFERS

Please refer to the campus catalog and website for the most up-to-date information regarding the following academic information.

ATTENDANCE

Attendance requirements vary by course and are the prerogative of the course instructor. **Attendance expectations for individual courses are listed on each course syllabus.** Those expectations are supported campus-wide. Grades earned for never attending class (grade of FN) and an earned F for a student who stops attending classes may have financial aid impact.

COURSES

Each academic program is comprised of specific courses. Courses can be delivered on campus, online, or any combination of campus and online learning requirements.

COURSE SYLLABI

Each instructor will provide students with a course syllabus. The syllabus outlines course requirements and successful completion requirements, including any attendance expectations.

ELECTIVES

Some academic programs contain a number of elective credits in the general education and/or technical area. These may be prescribed or open electives. Courses used as electives may be selected from technical or general education courses offered at PTCC. Transfer credits from other accredited institutions may also be considered in the completion of elective requirements.

MNTC/GENERAL EDUCATION

Courses listed on Pine Technical and Community College's list of Minnesota Transfer Curriculum courses are approved for general education transfer at any Minnesota State College or University. Specific information can be found at www.mntransfer.org/.

ACADEMIC PROGRAMS

Academic program requirements may differ from program to program. A complete list of program requirements can be found at www.pine.edu/programs/.

PRE-REQUISITES/CO-REQUISITES

Some courses are designed to be taken in sequence. Pre-requisites are listed on the course schedule available on the website. These must be met before the course is taken, unless written permission is obtained from the instructor or advisor. Students earning below a "C" in the first course in the sequence of some programs may not be permitted to take additional courses until they have met the pre-requisite requirements with a grade of "C" or higher.

STUDENT SUCCESS COURSES

Student Success courses are courses which are designed to prepare a student for college-level course work and may be required prior to enrolling in college level courses. These courses, usually numbered below the 1000 level, may not be used toward fulfilling graduation requirements. Students earning below a "C" in a developmental course will need to repeat the course before being eligible to move into the next level of coursework. It is the student's responsibility to register appropriately for the next sequence of coursework, and it is recommended a student seek assistance from the program advisor.

TRANSFERS

Students may transfer courses into the college if the courses meet program requirements and are equivalent to courses at Pine Technical and Community College. Information regarding transfer options can be found at: www.pine.edu/academics/transfer-information. Students may also complete courses at Pine Technical and Community College for transfer to another college. Transfer policies of the receiving college determines if the Pine Technical and Community College course meets transfer requirements. A tool to assist in transfer information can be found at: www.transferology.com.

TRANSCRIPTS

Courses attempted, grades earned and program completion is reflected on the student's college transcript. Students may access their unofficial transcript through their eServices account. Requests for official transcripts may be obtained through Student Affairs or online at: <http://pine.edu/current-students/requesting-an-official-transcript/>.

ACADEMIC SUPPORT

ACADEMIC SKILLS CENTER

The Academic Skills Center is committed to providing students with a comfortable learning environment, which fosters good study habits. The goal is to help students study effectively and independently through tutoring and support services. Whether students are facing a first assignment or a final exam, the Academic Skills Center staff and tutors can help students gain valuable knowledge and confidence to become a successful college student. The Academic Skills Center is located in room 114 and has eight student computers, a printer, and group study areas. Additional information can be found at: www.pine.edu/student-services/academic-skills-center/.

DESIRE 2 LEARN (D2L) BRIGHTSPACE

Many courses use Desire 2 Learn Brightspace, or D2L Brightspace as it is commonly called, for class instruction. Campus-based, online and hybrid courses may have D2L Brightspace elements incorporated into classroom instruction.

Help with D2L Brightspace can be found through the Academic Skills Center, the LRTC and the IT Helpdesk. For more information please see: www.pine.edu/current-students/.

ACCESSIBILITY AND ACCOMMODATION SERVICES

Pine Technical & Community College values diversity and inclusion; we are committed to a climate of mutual respect and full participation. Our institution is committed to the inclusion of individuals with disabilities in its programs, services, and activities through its compliance with state and federal laws. If there are aspects of the instruction or design of your courses that result in barriers to your inclusion, please notify the instructor as soon as possible. PTCC will provide reasonable accommodations to individuals with documented disabilities enrolled in courses at the college. For further information regarding the College's services, please contact the Student Success Coordinator or visit <http://www.pine.edu/student-services/disability-services>.

ESERVICES

Many of the records and registration services such as adding and dropping courses, changing an address and printing an unofficial transcript are available on the web through eServices. Access to student eServices accounts and dashboards can be found at: www.pine.edu/current-students. A student must log in using their STAR ID and password. If assistance is needed with STAR ID, please refer to <https://starid.minnstate.edu/>.

INFORMATION TECHNOLOGY (IT)

PTCC provides technology assistance to all enrolled students, faculty and staff. The IT staff can assist with questions or problems with D2L Brightspace, STAR ID, e-mail access, eServices, etc. For more information, call 320-629-5113 or at: www.pine.edu/technology-services/contact-the-ptcc-helpdesk.

LEARNING RESOURCE AND TECHNOLOGY CENTER/COLLEGE LIBRARY (LRTC)

The Learning Resource and Technology Center offers a diverse collection of books, databases and electronic resources, spaces for individual and group study, as well as assistance with research projects. LRTC staff provide technology assistance to students and staff, such as getting a student ID card, checking campus e-mail for the first time, using D2L and installing Office 365 on student laptops and devices. The PTCC librarian offers consultation by appointment or walk-in covering topics such as narrowing research topics, devising a search strategy, finding peer reviewed articles and books for your assignments, and formatting in-text and bibliographic citations using MLA and APA style guidelines. For service/assistance call 320-629-5145 or refer to: www.pine.edu/academics/college-library/.

Popular and specialized periodicals, books and reference materials are available in the Learning Resource and Technology Center (LRTC) for student study and research, faculty needs and for business and community users with specific information needs. Students can utilize the convenient Minitex interlibrary loan service to obtain the resources not owned by Pine Technical and Community College. First Search (linked on the LRTC web page) leads students to WorldCat, which is the world's largest union catalog resource. The college has developed several special collections in the LRTC which support the programs of firearms & gunsmithing, machining, nursing, computer sciences, child development and career guidance. For service/assistance call 320-629-5145 or refer to: www.pine.edu/academics/college-library/.

TUTORING

Peer tutoring is free for all students within general subjects and some technical subjects upon request. Peer tutor schedules will be published and posted throughout the college as well as online. Pine Technical and Community College also offers online tutoring services to students via Tutor.com. Students receive up to 15 hours of free online tutoring assistance per year.

STAR ID

STAR ID is required for D2L Brightspace and eServices log in. A student can acquire and manage their STAR ID account here: <https://starid.minnstate.edu/>.

STUDENT SUCCESS SKILLS

The Academic Skills Center (ASC) is available to assist students with a variety of student success skills such as test taking strategies, note taking, time management, and D2L Brightspace assistance.

VETERANS SERVICES

Presently all programs of study at Pine Technical and Community College are approved for veterans' educational benefits. Additional information can be found on the PTCC website at: www.pine.edu/student-services/veterans-center/. Additional support and information for student veterans in higher education can be found at linkvet.custhelp.com/app/custom/education.

TESTING SERVICES

The PTCC Testing Center offers academic and professional testing services for both students and the community. For more information, refer to www.pine.edu/student-services/testing.

SAFETY

Current safety and compliance information is published annually and can be found on the web at: www.pine.edu/about/public-information-and-policies/clery-act-and-campus-security.

STUDENT SENATE, STUDENT CLUBS AND ORGANIZATIONS

Student Senate

Pine Technical and Community College's Student Senate serves as the voice of the students. Membership is elected from each major program area. Officers of the organization are elected by the vote of the student body. The Student Senate assists other student organizations, establishes the regulations for student-sponsored activities, promotes good conduct and allocates funds for many projects. Student Senate elections may occur during fall semester, as well as spring semester. Students interested in running for a position on the Student Senate, may watch for information posted on campus monitors.

Computer Club: The Computer Club is open to all students interested in computers and robotics. The club serves as a forum to learn and discover concepts in these fields. Events include guest speakers, competitions, service projects, social events and field trips.

Fabrication Club: The goal of the Fabrication Club is to foster a creative environment for all students to enhance their learning and interest in all types of fabrication skills. A diverse mix of students will allow for a broad range of knowledge bases and talents to develop projects that may not have been feasible with a narrow focus. By showing a mixture of Machining, Welding, Plastics, etc. students will get a more rounded look into fabrication and manufacturing.

LGBTQ Club: The LGBTQ Club seeks to foster and promote a supportive and welcoming campus community for students of all sexual orientations and gender identities through meetings, social events, and community engagement. Membership is open to all students who share the club's vision, whether they identify as lesbian, gay, bisexual, transgender, or straight.

Phi Theta Kappa: The Phi Theta Kappa Chapter of PTCC is the two-year college honor society. Invitations are extended to students without advanced degrees who have completed at least 12 credits leading to an associate degree in which they have earned a GPA of 3.5 or above.

PTCC Shooters Association: Membership is open to any student interested in shooting sports and participating in collegiate competition in American Trap and Skeet, International Trap and Skeet and Sporting Clays. The Shooters participate in several events each year and host a large, regional gun show each year as a fundraising event.

Skills USA: Skills USA is a partnership of students, teachers and industry working together to ensure America has a skilled work force. Skills USA helps students become world class workers. Competitions are held on a local, state, national and international level.

Veterans Club: The Veterans Club helps connect PTCC's veterans, service members and families with one another and to all available resources.

CAREER RESOURCES

Students can visit the Campus Career Center for individual and online resources available for career exploration and job search tips.

College Career Courses

Job Seeking (PTCG 1225)

First Year Experience: Focus on College (FYEX 1010)

Advanced Career Exploration (CRDV 1200)

Student Employment Opportunities

Student employment opportunities can be found at: www.pine.edu/student-services/career-center/student-employment/. Students are encouraged to apply for student work opportunities. Open student work positions are updated frequently.

ALL ABOUT MONEY

Financing college can be confusing and often changes quickly. Students can find the most up to date information on the [pine.edu](http://www.pine.edu) web pages. **Students are financially obligated for every class for which they are registered. Students who register but do not attend classes at Pine Technical and Community College and fail to drop classes within the free drop deadline, or withdraw from all courses within the refund period, will be responsible for the full tuition amount due.** In all cases, students should feel free to call, email or stop into Student Affairs and/or Business Services for more information.

TUITION & FEES

Tuition rates may vary from the general credit amount for specific programs. In addition, students pay fees for access to supports and services. For the most current cost-per-credit, tuition and fees policies and information please refer to the college website: www.pine.edu/financial-aid/tuition-and-fees.

Deadlines

A student who registers for courses generates a cost for those courses. This is considered tuition. Tuition and applicable fees are due 15 business days prior to the start of the term as outlined in Minnesota State policy and procedure found at: <http://www.minnstate.edu/board/policy/512.html>. Students may make alternative payment arrangements or use federal and/or state financial aid to pay tuition. Students may be exempt from the tuition deadline if one or more of the following are true:

- Enrolled as a PSEO student
- A veteran who has been certified to receive educational benefits
- Awarded financial aid sufficient to pay tuition and fees
- Approved for a payment plan and have submitted the required down payment

Payment Information

There are a variety of tuition payment options which include: the use of federal and/or state financial aid, applying for scholarships, arranging for a payment plan, or self-pay.

Withholding Diplomas/Transcripts

The college reserves the right to withhold a student's diploma or transcript until all money owed for tuition, fees, fines and equipment has been paid in full.

FINANCIAL AID

There are several grant, scholarship and loan opportunities for students who qualify and wish to use financial aid to pay for college. Students can begin this process by completing the Free Application for Federal Student Aid (FAFSA) found at www.fafsa.gov. Students are encouraged to apply for financial aid early and use these funds wisely. The FAFSA needs to be completed for each academic year prior to fall start. For additional information, please visit the financial aid web page at: www.pine.edu/financial-aid/financial-aid-process/.

Award Disbursement

Financial aid disbursements are issued each term (fall, spring and summer). For specific disbursement information, visit the financial aid web page at: www.pine.edu/financial-aid/financial-aid-process/.

BankMobile - Refund of Financial Aid Funds

PTCC has partnered with BankMobile, a financial services company, to offer a safer, more convenient and more environmentally-friendly method of financial aid refund disbursement to students. Enrolled students should look in the mail for the bright green envelope from BankMobile. Once it arrives, the student will be directed to select how they wish to receive their financial aid refund. Refunds are delivered in the manner that students choose:

- Direct Deposit to a bank or credit union account - a fast way to get the money
- Refund to the *BankMobile VIBE* debit card - the fastest way to get the money

Students must ensure that PTCC has a current, accurate mailing address on file to ensure the BankMobile mailing and financial aid refunds are sent to the appropriate person(s):

- Go to PTCC eServices
- Enter login and password, and choose the institution: Pine Technical & Community College
- Account Management
- Address Info
- Select “View” or “Edit” (If the “Edit” option is not available, contact Student Affairs to update an address).

For more information, visit <https://www.refundselection.com/refundselection/#!/welcome/continue> to learn more about the program, or contact Business Services at 320-629-5119.

Minnesota Financial Aid Programs

Students receiving state financial aid funding are subject to the Minnesota Higher Education refund policies.

Return of Title IV Funds Policy

Federal Student Aid funds are awarded to a student based on the assumption that the student will attend the course until completion. A student who stops attending must immediately withdraw from classes and is responsible for understanding the financial aid impact of their action. Students are encouraged to meet with financial aid staff to fully understand the implications of withdrawal from courses. Policies and practices governing the return of Title IV Funds can be found on the financial aid web page.

Financial Aid Adjustments

Changes to the student’s schedule after the add/drop period may impact the Federal Pell Grant allocation. Pell Grants cannot be adjusted for an increase if a course is added after the fifth day of the semester. If a student drops a course and adds a course after the fifth day of the semester, financial aid will be negatively affected.

Additional Financial Aid Policies

Students must declare an eligible major and degree at Pine Technical and Community College. Students may only receive financial aid at one college during a period of enrollment. A consortium agreement may be required for courses taken at another college.

Drug Conviction Notification

As prescribed in Section 484A of the Higher Education Act of 1965, a student becomes ineligible to receive federal Title IV financial aid if the student is convicted of an offense under any federal or state law involving the possession or sale of illegal drugs during a period of enrollment for which the student was receiving federal Title IV financial aid. If a student has been convicted of such an offense, they should contact the Pine Technical and Community College Financial Aid staff for further information. For additional information, please refer to the financial aid web page at: www.pine.edu/financial-aid/financial-aid-process.



Pine Technical &
Community College

BOOKS & SUPPLIES

CAMPUS STORE

Pine Technical and Community College's Campus Store provides new, used and rental textbooks, supplies, and other materials required by students. The Campus Store is located across from the Student Lounge. The Campus Store operates on a cash, check, credit card basis or Financial Aid book voucher basis.

BOOKLISTS

A book list with estimated prices and ISBN numbers is available on the Campus Store website at www.campus-store.pine.edu. Students may look up required and optional textbooks online using their course schedule.

BOOK BUYBACK

The Campus Store sponsors a "Textbook Buyback" during finals week of fall and spring semesters. The Campus store will be open at various times during buy-back and semester start/end times. The Campus Store hours may vary but can be viewed at the Campus Store web page.

USING FINANCIAL AID TO PURCHASE TEXTBOOKS

Students may designate unused financial aid to cover the cost of their books. Students will receive an e-mail message from the Financial Aid office stating their eligibility. Students should bring a printed class schedule, Tech ID number and a picture ID when purchasing books. Students can determine their eligibility for using financial aid by contacting Student Affairs and/or financial aid staff. Book vouchers are available for pre-determined published dates, typically the week before and the first week of classes.

PURCHASING OR RENTING TEXTBOOKS

Students can obtain textbooks for their courses by bringing a copy of their class schedule to the Campus Store. The books are arranged by the course and section number as shown on the class schedule. Students should check the shelf tag for verification. Campus Store staff will assist students in locating the correct supplies and textbooks if needed.

REFUNDS AND RETURNS

Textbooks must be returned within the first five (5) business days of the semester. Refunds will be issued with a cash register receipt only. All textbook sales are final if purchased after the posted returns deadline. New textbooks that have been written in or have removed shrink-wrap cannot be returned for full price.



Pine Technical &
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RECORDS & REGISTRATION

PTCC students should be familiar with the Records and Registration policies and practices of the College. The Student Affairs Office processes admission applications, registration, transfer, and graduation evaluations and maintains all permanent student records.

It is the student's responsibility to update their information with the college. Students are encouraged to update their records if they have a change of name, email address and/or permanent address.

CHANGE OF ADDRESS

A change of address can be submitted through an eServices account by choosing the Account Management option.

NAME CHANGE

Documentation is required for a name change on a student record. To change their name, a student must complete the Change of Personal Information form and submit it with the acceptable documentation to the Student Affairs Office. The Change of Personal Information form can be found on the web at: www.pine.edu/current-students/student-forms/.

REGISTRATION – CURRENT STUDENTS

Current students may self-register for courses during the designated registration periods through their eServices account. STAR ID and password are required for course registration. Registration holds may be placed on a record requiring special permission to register. Some academic programs limit registration for program courses outside of the general registration period. If a student is unable to complete the registration process, they should meet with their program advisor or Student Success staff. To register, students should look for emails, D2L Brightspace information, or updates posted on the hallway monitors for specific registration windows. Generally speaking, registration information is made public.

- Spring and summer semesters: mid-October.
- Fall semester: mid-March.

ADD/DROP

Each course found on the course schedule within eServices has add, drop, and withdraw dates noted. For courses based on a 16-week semester, students may add or drop a course through the fifth business day of the term. For courses that are less than 16-weeks, students can add/drop the course prior to the course start or within two business days of the course start. Add/Drop can be done through the eServices registration process using STAR ID and password. Students can also add or drop a course through Student Affairs. This cannot be done by phone.

A full refund of tuition and fees is given if a course is dropped within the add/drop period. A dropped course within the add/drop period does not show on a transcript and does not impact academic standing.

WITHDRAWAL

Students may withdraw from a course after the add/drop period and up to approximately 80% of the term (short courses have an adjusted schedule). A withdrawal can be done through the eServices registration process using STAR ID and password. Withdrawals are recorded on transcripts with a grade earned of "W" and have a direct impact on academic standing and completion percentage. Students are strongly advised to discuss withdrawing from a course with their advisor and Financial Aid staff prior to withdrawing. A student may be required to pay back financial aid awarded if they request a grade of "W". *The college does not assign a grade of "W". If a student stops attending a course without officially withdrawing from a course, they will earn a grade of "F" and their last day of attendance or academic participation will be recorded. The student may be subject to financial aid repayment.*

REPEATED COURSES

Students may repeat a course for purposes of achieving a higher grade or to more fully master the material. Some programs may limit the number of times a student is able to repeat a course. While all grades remain on the transcript, **only the most recent grade of a course is used to compute GPA.** Repeated courses are included as attempted credits in evaluation of your academic progress (earned percentage) toward program completion. NOTE: Students can only receive financial aid for the first repeat of a previously passed course. Veterans may not be eligible for tuition reimbursement for repeated courses and should see Student Affairs for more information.

SATISFACTORY ACADEMIC PROGRESS

As outlined by federal and state financial aid regulations ([Minnesota State Board of Trustees policy 2.9](#)), the college monitors all credits for all students and applies the minimum cumulative standard of progress. Students are required to:

- Meet or exceed a cumulative GPA of 2.00
- Meet or exceed a cumulative completion rate of 67%
- Comply with maximum time frame for financial aid (150% of the published credit length of a declared program. For example, 90 credits is the maximum time frame for a 60 credit associate degree program).

Students failing to maintain academic progress will be evaluated after each term of attendance, including summer term. If a student does not meet satisfactory academic progress they will be notified by letter of warning or suspension. All notifications of suspension will include directions for the suspension appeal process.

Students who are suspended may be eligible for re-enrollment and/or financial aid reinstatement only after successfully appealing a suspension. Students with a successful suspension appeal will be placed on probation, which requires an academic plan. The college honors academic and financial aid suspensions imposed by other MinnState colleges for newly admitted students.

ACADEMIC EVALUATION

A student's academic performance is evaluated on the basis of academic standards, including any requirements outlined in academic program policies, as noted in the course catalog, course syllabus and/or published program planners. Students cannot be evaluated on the basis of opinions or conduct matters unrelated to academic standards.

DIRECTORY INFORMATION

The following information has been designated as "directory information" and is available to any member of the general public. It is considered public data unless the student requests in writing that this data be treated as private; name, hometown, program major, status with regard to full time/part time, certificates, diplomas, degrees earned and awards received, dates of enrollment, participation in school events, and campus email address. If a student does not want directory information released, he/she must request confidentiality in writing. This must be done within two weeks after the term or class begins by submitting a Request for Data Confidentiality form found on the college's website at www.pine.edu/current-students/student-forms.

CONSENT FOR RELEASE

Private student data is not accessible to the public. It is accessible to the student, to individuals or agencies authorized by law to gain access and to any person or agency having the approval of the student. This applies to all students including those students under the age of 18, regardless of dependent status. Unless there is a specific law stating otherwise, or as stated elsewhere in this rule, educational data is presumed to be private. Private data includes: 1. Academic information, including transcripts, grades, and test results; 2. Recommendation information; 3. Evaluations; 4. Profile information which identifies individuals; 5. Student financial aid records and other financial information; 6. Background information, including behavior, performance, and traits; 7. Counselor records, except if they contain information otherwise classified as confidential or as public.

A student may request that aspects of private data be shared with another person by submitting a Release of Information form to Student Affairs. The Release of information can be found on the college's website at: www.pine.edu/current-students/student-forms.

STUDENT DATA PRIVACY POLICY

It is the intention of Pine Technical and Community College to comply with the provisions of the Minnesota Data Practices Act and Federal Educational Rights and Privacy Act of 1974. PTCC maintains only those educational records within the definition of law which are essential to the processes and procedures required to develop and maintain an accurate academic record for each student and to support such student accounting needs and requirements as imposed by law, state and federal regulations and college operations. These records may be found in some or all of the following offices: Student Affairs (including counseling services, disability services, financial aid, admissions and records, advising, and student life), Academic Affairs (including departmental and program faculty), Business Office and Human Resources (student employees). This policy applies to all students, including those under the age of 18, regardless of dependent status. For more information please see <http://www.pine.edu/about/public-information-and-policies/campus-policies/student-affairs/313.pdf>.

DATA PRIVACY NOTICE FROM MINNESOTA STATE

"If you are currently enrolled in or receiving services from one college or university within the Minnesota State College and University system, your academic records from that institution are available to officials of other schools within the System while you are in attendance. If you intend to enroll at another institution within the system, your academic records from other institutions are also accessible to officials at the school where you are intending to enroll. Disclosures of your records to other schools under other circumstances may require your prior written consent."

STUDENT RIGHTS AND RESPONSIBILITIES

Students of the College have certain rights as both citizen and student. In the same manner, students, as members of the greater College community, have certain obligations and responsibilities. As an introduction to this policy, outlined below are Students Rights and Responsibilities.

The term "student" includes all persons who:

- Are enrolled in one or more courses, either credit or non-credit.
- Withdraw, transfer, or graduate, after an alleged violation of the student conduct code.
- Are not officially enrolled for a particular term but who have a continuing relationship with the College.
- Have been notified of their acceptance for admission or have initiated the process of application for admission and financial aid.

The College is committed to the creation and maintenance of an academic community which fosters the intellectual, personal, social and ethical development of its students. Our goal is to help students develop the employment competencies needed in their selected program major. Reaching this goal requires cooperation on the part of all students and staff.

These regulations apply on all campus property and at all College-sponsored activities, or at activities sponsored by College clubs or organizations on or off-campus, including public social media. The College may also hold students accountable for a violation of the Student Code of Conduct committed off campus when:

- Hazing is involved: endangering the mental or physical health or safety of a person; subjecting a person to public humiliation or ridicule, or removing public or private property for the purpose of initiation, admission into, affiliation with or as a condition of continued membership in a student group or organization;
- The violation is committed while participating in a College sanctioned or sponsored activity;
- The victim of the violation is a member of the College community;
- The violation constitutes a felony under state or federal law;
- The violation adversely affects the educational, research, service, or image of the College

FREEDOM TO LEARN

In addition to the basic constitutional rights enjoyed by all citizens, students of the College have specific rights related to academic freedom and their status as students. Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus and in the larger community. Students are expected to exercise their freedom with responsibility.

FREEDOM OF EXPRESSION

Individual students and student organizations shall be free to examine and to discuss all questions of interest to them and to express opinions publicly and privately. They shall be free to support causes by orderly means that do not disrupt the regular and essential operation of the institution. In the classroom, students shall be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

FREEDOM OF ASSOCIATION

Students shall be free to organize and join organizations to promote their common and lawful interests, subject to institutional policies or regulations. Registration or recognition may be withheld or withdrawn from organizations that violate institutional regulations.

STUDENT-SPONSORED FORUMS

Students shall have the right to assemble, to select speakers and to discuss issues of their choice. The College shall establish reasonable time, place and manner restrictions to assure that the assembly does not substantially disrupt the work of the institution or does not interfere with the opportunity of other students to obtain an education or otherwise infringe upon the rights of others. Such regulations shall not be used as a means of censorship. The President may prohibit any forum when holding the event, in his or her judgment, which would result in physical harm or threat of physical harm to persons or property. Prior to any such prohibition, the president shall make his or her best effort to consult with the student senate.

STUDENT PUBLICATIONS

Student-funded publications shall be free of censorship and advance approval of copy, and their editors and managers shall be free to develop their own editorial and news coverage policies. Editors and managers of student publications shall be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. The student fee allocation process shall not be used as a means of editorial control of student-funded publications. All student publications shall explicitly state on the editorial page that the opinions there expressed are not necessarily those of the College, system or student body.

STUDENT POLICIES

The policies of the College regarding student expectations, rights and responsibilities shall be readily accessible to students.

CATALOG AND COURSE INFORMATION

To the extent possible, students will be provided relevant and accurate information regarding courses prior to enrollment. Catalog descriptions will be accurate and based on information existing at the time of publication. To the extent possible, class schedules will list the names of faculty teaching courses.

STUDENT ACADEMIC STANDING INFORMATION

Students shall have access to accurate information about general requirements for establishing and maintaining acceptable academic standing, information which will enable students to determine their individual academic standing and information regarding graduation requirements.

ACADEMIC EVALUATION

Student academic performance shall be evaluated solely on the basis of academic standards, including any requirements that are noted in the catalog, course syllabus, or student handbook. Students shall have protection against prejudiced or capricious evaluation and shall not be evaluated on the basis of opinions or conduct in matters unrelated to academic standards. Students shall have the right to review their corrected examinations or other required assignments used by the faculty in evaluating the student's academic performance.

INTELLECTUAL PROPERTY

Term papers, essays, projects and similar property shall be returned to a student upon request, within a reasonable timeframe, when no longer needed for evaluation purposes, unless the student grants written permission for them to be retained.

STUDENT INVOLVEMENT IN DECISION MAKING

Students shall have the right to appropriate levels of participation in college and university decision-making pursuant to Minnesota State Colleges and Universities Policy 2.3 and Procedure 2.31, Student Involvement in Decision-Making.

CODE OF CONDUCT

The College has the right to take necessary and appropriate action to support and protect the safety and well-being of the College community-its students, faculty, staff, guests, facilities and programs. Members of the College community and their guests are expected to abide by local, state and federal laws and Minnesota State Colleges and Universities board policy. Should the violation of civil or criminal law by a community member involve College interests, the College has the right to proceed with disciplinary action without regard to civil or criminal proceedings.

The College expects that each student will obey the laws enacted by federal, state, and local governments. In addition, there are certain rules and regulations governing student conduct which have been established by the Minnesota State Colleges and Universities Board.

The College is an educational institution and not a court of law. Therefore, the concept of fair play will take precedence in all settings, and the philosophy of discipline will be one of an educational approach. It is hoped that most disciplinary concerns may be settled early in the process in an informal setting.

Allegations of discrimination and/or harassment shall be adjudicated under separate procedures in accordance with the College's Policy 108: Report/Complaint of Discrimination/Harassment Investigation and Resolution.

AUTHORITY

Responsibility for campus judicial matters is vested in the President of PTCC who may delegate to the Director of Student Affairs the task of adjudication of student conduct issues as set forth in this policy. All PTCC students and staff are also asked to assume positions of responsibility in the resolution of disciplinary cases.

SAVINGS CLAUSE

Should any article, section or portion of this student policy be held unlawful and/or unenforceable by any court of competent jurisdiction, such decision of the court shall apply only to the specified article, section, or portion thereof directly specified in the decision. All other articles, sections or portions of this student policy shall remain in full force and effect.

PREPONDERANCE OF EVIDENCE

In disciplinary proceedings under this code, the College will use preponderance of evidence as a measure and a standard of responsibility for determining guilt or innocence. The measure holds that if evidence will be examined during due process, and if the bulk of that evidence indicates that a violation has occurred, that will be sufficient for a finding. In legal terms, the standard is met if the proposition is more likely to be true than not true. Effectively, the standard is satisfied if there is greater than 50 percent chance that the proposition is true.

ACTIONABLE OFFENSES

The following are defined as disciplinary offenses actionable by the College:

1. **Academic dishonesty:** Submission of false academic records, cheating, plagiarism, altering, forging or misusing a College academic record; falsely claiming to represent the College or a student organization or club; acquiring or using test materials without faculty permission; acting alone or in cooperation with another to falsify records or to obtain dishonest grades, honors or awards; aiding and abetting another person in cheating or plagiarism.
2. **Theft and damage of property:** Attempted theft, unauthorized borrowing or use of public or private property on College premises; destroying, damaging or littering College property.
3. **Disruptive conduct/behavior:** Actions which unreasonably interfere, obstruct, or prevent the regular and essential operations of the College or infringe upon the rights of others to participate in its programs and services. This may include, but is not limited to: being openly disruptive; verbal outbursts; talking loudly to classmates independently of class discussion; talking in an openly abusive manner or disrespectful manner to the instructor and/or classmates; using any device that causes disturbances during classroom instruction; participating in or promoting disruptive activity that interferes with teaching, College events and activities.
4. **Disorderly conduct on campus:** Threat to, physical abuse of, or harassment which threatens or endangers the health, safety or welfare of a member of the College community; physically assaulting another and fighting; acting in a manner that is disorderly, lewd, indecent or a breach of peace; continuing and willfully using profanity or vulgarity or openly and persistent challenging or circumventing College authority.

- 5. Weapons on campus:** Use or possession of weapons on the College premises, in violation of, or not covered in PTCC policy 116: Possession and Carry of Firearms. "Weapon" is broadly defined to mean any object, device or instrument designed as a weapon or capable of threatening or producing bodily harm, including but not limited to all firearms (including BB guns), dangerous knives, explosives, explosive fuels, dangerous chemicals, billy clubs, and fireworks.

Because the College has a Gunsmithing program, these standards do not apply in the following instances: a) transporting firearms for repair or instruction purposes delivered to the outside (west) door of the Gunsmithing department; b) possession or transportation of firearms within the College building(s) under supervision of an instructor; c) possession of a firearm during the annual College Gun Show in February. Gunsmithing students must abide by the policies of their program.

- 6. Controlled substances on campus:** Use, possession or distribution of a controlled substance, drugs and/or drug paraphernalia on College premises.
- 7. Alcohol on campus:** Use, possession or distribution of alcohol on College premises except as expressly permitted by College policy.
- 8. Abuse of the smoking policy:** Smoking, including electronic cigarettes, on College premises outside of published and permitted areas. Policy 600 – Smoking Policy.
- 9. Criminal sexual behavior:** Including but not limited to, the implied use or threatened use of force to engage in any sexual activity against a person's will and/or engaging in such behavior with a person who is unconscious, or substantially mentally impaired (including intoxicated).
- 10. College facilities and services:** Unauthorized use of the College facilities, telephone system, mail system, or computer system or use of any of the above for any illegal act or any act prohibited by the Code of Conduct.
- 11. College rules and policies:** Violation of published College policies, rules or regulations including but not limited to smoking or sexual harassment regulations.
- 12. Retaliation:** Harassing, threatening or intimidating a complainant or other person alleging misconduct.
- 13. Terms of sanctions:** Knowingly violating the terms of the sanctions imposed for prior code offense.
- 14. Hazing:** Endangering the mental or physical health or safety of a person; subjecting a person to public humiliation or ridicule, or removing public or private property for the purpose of initiation, admission into, affiliation with or as a condition of continued membership in a student group or organization.
- 15. Encouraging conduct violations:** Attempts to commit acts prohibited by this code, or encouraging others to commit acts prohibited by this code will be punished to the same extent as if one had committed the prohibited act.

SANCTIONS

These sanctions are examples of possible penalties for Conduct Code violations:

- 1. Warning:** Oral or written warning, admonition or reprimand.
- 2. Confiscation:** Confiscation of property or goods used or possessed in violation of College rules.
- 3. Compliance:** Carrying out an action or behavior as a condition of admission or continuing enrollment.
- 4. Restitution:** Payment required to the College for damages incurred. Student violators will be held financially responsible for direct and/or indirect costs and charges associated with Code of Conduct violations.
- 5. Suspension:** Separation from the College for a specified period of time. During this time the student may not register for or attend classes or other College functions or be on College property. The College reserves the right to restrict transfer of credits earned elsewhere during the suspension period. Conditions for readmission may be specified, including faculty approval of re-admittance to their courses.
- 6. Expulsion:** Permanent denial of the privilege of enrollment at the College.
- 7. Denial/loss of related privilege:** Denial of specified privileges for a designated period of time, or exclusion from participation in extracurricular activities, including the holding of any student office.
- 8. Community service:** Set number of uncompensated hours of service to the College, community non-profit or similar agency.
- 9. Discretionary sanctions:** Work assignments, service to the College, counseling or referral to community agencies, rehabilitative programs, or other related discretionary assignments. Failure to participate may result in the imposition of additional sanctions.
- 10. Immediate removal:** Faculty members have the right to remove disruptive student(s) from the classroom and also govern when, or if, said student(s) may return. If the student refuses or there is a threat to the safety of the faculty and class, faculty may immediately call local law enforcement and/or immediately cancel class.

INFORMAL ACTION

Following the filing of an accusation against a student, the Director of Student Affairs (or designee) will conduct an investigation of the charges. If the accusation seems unwarranted, the Director of Student Success may dismiss the complaint and discontinue the process. If there is sufficient evidence to support the accusation, the Director of Student Success shall offer the accused student an opportunity to resolve the violation at an informal meeting. Prior to this meeting, the student shall be given oral or written notice of the specific charges against him/her and of the evidence available to support the charge. If a mutually acceptable resolution cannot be reached during the informal meeting, including any applicable sanctions, the case shall be referred to a Judicial Committee for a formal hearing and adjudication process.

FORMAL ACTIONS

Judicial Committee Procedure

The Judicial Committee is a standing committee consisting of faculty members, students and a college administrator. Candidates are recommended each year and approved by both the College Leadership Team and Student Senate. The Director of Student Affairs is a non-voting member. The Committee elects, by consensus, one member to chair each hearing. Additional persons may be asked to attend hearings to provide expert testimony or other information of benefit to the process.

The Director of Student Affairs will prepare and send a written notice to the accused no less than five (5) working days prior to the date set for the hearing. The notice will be hand delivered directly to the accused or be sent by certified mail to the last known address listed with the Records Office and will include:

1. Statement of the date, time, location, and nature of hearing.
2. Written statement specifying the Student Code of Conduct violation.
3. Notice of student's right to have an advocate at the hearing.

The Judicial Committee shall proceed as follows:

1. The Director or Chair of the Judicial Committee will schedule the meeting and notify members of the Committee and the students involved of the time and place of the meeting. Every attempt will be made to convene the Committee no later than 10 working days following the receipt of a request for hearing by the Director of Student Affairs.
2. Three members of the Committee shall constitute a quorum for decision making.
3. A simple majority of the Committee members present shall constitute the decision.
4. Members of the Judicial Committee who have a personal interest or involvement in a particular case may not participate in that hearing.
5. The hearing will be audio tape recorded. Copies of the tapes may be obtained by the accused student by making a request in writing to the Director of Student Affairs. Students may be billed for the cost of the audio tape.
6. The Director of Student Affairs will present an opening statement. The accused may also present an opening statement.
7. The complainant will attend the hearing and will present the statement of complaint and the supporting evidence.
8. In connection with presenting the case, the complainant and the accused may present witnesses.
9. An advocate may attend the hearing with the complainant and/or the accused, the advocate may advise the student but may not participate in the hearing. When there is a likelihood that a student involved in conduct proceedings will face criminal prosecution for a serious offense, it may be advisable that the student have an attorney as the advisor. In such cases, the College may also request the presence of a representative of the Minnesota Attorney General's Office.
10. Members of the Committee may ask questions of any persons present, including witnesses.
11. At the conclusion of the hearing, the Committee shall meet privately and render its decision on the matter before it. The decision shall be rendered in writing within two (2) working days of the hearing. The decision shall set forth the findings of fact and the recommendations of the Committee regarding sanctions, if any. The Director of Student Affairs shall be given the written findings of the fact and recommendations, and it shall be the duty of the Director to notify the student or students involved within three (3) working days after receipt of the decision.
12. The decision of the Committee will include the recommended sanction.
13. Hearings and records of hearings are private. They are protected by the Family Educational Rights and Privacy Act, but may be subpoenaed or released under court order due to subsequent litigation.
14. A written report of the proceedings will be placed in the student's permanent file.

Lack of Cooperation

If the student does not respond when requested to participate in the disciplinary process, the following steps will be taken:

1. The Director of Student Affairs shall make every reasonable effort to locate the student through ordinary channels.
2. If the student does not respond, the Director will initiate the normal disciplinary procedures in the student's absence.

Due Process

Students can expect fair treatment in academic matters, and the following steps will be followed in each situation:

1. Notification of the charge
2. Presentation of the evidence supporting the charge
3. An opportunity to respond
4. Notification of the consequences
5. Information about the appeal process

APPEALS

The student has the option to appeal any disciplinary action of the Judicial Committee to the President of Pine Technical and Community College. The appeal must be made in writing and given or mailed to the President within 5 business days after notice of the written decision of the Judicial Committee. The findings and recommendations of the Judicial Committee will be sent by the Chairperson to the President of the college for consideration. No further evidence will be considered at this stage. The President will announce the decision to all involved parties within five (5) business days of the receipt of the Committee report. In cases involving sanctions of suspension for 10 days or longer, students have the right to a contested case hearing under Minnesota law (Chapter 14, MSA).

SUMMARY SUSPENSION

The College reserves the right to suspend and remove from campus without hearing, any student that poses an immediate threat to the health or safety of persons on campus. Before implementing the summary suspension, the accused student shall be given oral or written notice of the intention to impose the summary suspension and shall be given an opportunity to present oral or written arguments against the imposition of the suspension. Notice of the intention to impose the summary suspension shall be provided in writing to the student. After the student has been summarily suspended, a properly constituted hearing on the matter will take place within nine (9) working days of the suspension.

During the summary suspension, the student may not enter the campus without obtaining prior permission from the Director of Student Affairs.

STUDENT CLUBS, GROUPS, AND ORGANIZATIONS

Student clubs, groups and organizations may be charged with violations of the Code of Conduct. Charges may be made, collectively or individually, against the club, group, or organization, its leadership, and/or the individual member(s) responsible for the violation. A club, group or organization may be held responsible for an individual's actions if that person received either direct or implied consent, encouragement, or support to violate the code.

Code violations by student clubs, groups, or organizations will be reviewed by the Director of Student Affairs or designee to determine the appropriate manner in which the violation should be addressed. Officers, leaders, or other identifiable representatives for a student club, group or organization may be directed to take appropriate action designed to prevent or end violations of this code by the club, group, or organization or by any persons associated with the club, group or organization who can reasonably be said to be acting in the club's, group's or organization's behalf. Violation of the Code of Conduct by student clubs, groups or organizations may additionally result in review by the Student Senate and loss of privileges, status and official recognition.

OFF-CAMPUS CONDUCT

Students who violate a local ordinance or state law risk the penalties prescribed by civil authorities. The College may not concern itself with every violation; however, the College reserves the right to take disciplinary action against students for off-campus behavior following the procedures of the Student Code of Conduct. This includes, but is not limited to, public posted social media, arrest and conviction of a College student or staff member or when the activity adversely affects the interests of the College.

COMPLAINTS AND REPORTING

Students are encouraged to report any concerns regarding a faculty or staff member, a campus policy or decision, or another students. Our goal is to encourage resolution by first addressing concerns through open, transparent discussion. There are a variety of methods available for facilitating resolution.

INFORMAL PROCESS

1. A student should first attempt to resolve a complaint or concern with the faculty or staff member directly involved or with whom the complaint exists.
2. If the student is uncomfortable approaching the faculty or staff member he/she may select an advocate (such as the Director of Student Success, other faculty or staff, advisor, counselor, etc.) or make an appointment with the direct supervisor to clarify or seek resolution.

FORMAL PROCESS

Any member of the College community (students, faculty, and/or staff) may file a complaint alleging a student or organization has violated the student conduct code. The steps to file a complaint are as follows:

Process for Submitting a Complaint:

1. If a student is unable to resolve a complaint informally (above), they may elect to file a complaint form with the Director of Student Success (e-form or hard-copy). The student must include the following information:
 - a. The nature of the complaint/grievance. Be Factual - include names, dates, locations, etc.
 - b. Communications with the person(s) involved
 - c. The actions taken to resolve the issue
 - d. The resolution/action requested
2. The complaint will be addressed with appropriate administrators, staff members, or faculty members within ten (10) business days. The student filing the complaint will be contacted regarding the outcome of the complaint process. For more information regarding the resolution of a complaint, contact the Director of Student Success.
3. Nothing in this procedure precludes a student from seeking legal counsel at any step.
4. If the complaint is not satisfactorily resolved or addressed, the student may initiate the grievance process.

TIPS FOR COMMUNICATING A CONCERN

1. **Identify the Issue:** Write out the issue. Think it through. Try to remove the emotion and focus on specifics. Examples include "I am not sure why I received the grade I did." "Can you explain again what you mean by...." Try to see things from the instructor's point of view. Assume that they want you to do well and that they care about your progress. Tell yourself this is not about personalities. If you assume they don't like you or that this is all personality based it is highly unlikely you will find a resolution.
2. **Make an Appointment:** It is always better to schedule a time when both of you can sit and talk things through. Trying to catch a faculty member after class or in the hallway means they will not have time to really listen to your concerns or offer many solutions.
3. **Be Clear on Expectations:** Make sure you understand what is expected BEFORE you leave. Write it out. Read it back to the faculty member to make sure you are both clear. Set up some time lines when you will get things done or when you can expect to hear back from the faculty member.

AUGUST

"Truth is the only safe ground to stand upon." – Elizabeth Cady Stanton

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THIS WEEK



Pine Technical & Community College

19

MONDAY

urbane – suave; refined; elegant. The count was urbane and sophisticated in his dress.

20

TUESDAY

21

WEDNESDAY

22

THURSDAY

Jump Start

23

FRIDAY

bene- (good) – benefit, benevolent, beneficial, benediction, benefactor, benign

24

SATURDAY

25

SUNDAY

AUGUST

"There is no shortage of good days. It is good lives that are hard to come by." – Annie Dillard

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THIS WEEK



Pine Technical & Community College

26

MONDAY

Fall Semester Begins

warranty – guarantee. The manufacturer's warranty replaces all defective parts for up to five years.

27

TUESDAY

28

WEDNESDAY

29

THURSDAY

30

FRIDAY

-pond- (weight) – ponderous, ponder, preponderant, pound, imponderable, compound

31

SATURDAY

1

SUNDAY

Muharram begins at sundown

No Classes

SEPTEMBER

"Nothing is so embarrassing as watching someone do something that you said couldn't be done." – Sam Ewing

AUGUST 2019						
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THIS WEEK



Pine Technical & Community College

2

MONDAY

Labor Day
Campus Closed - No Classes

histrionic – overly dramatic. The actor's histrionic performance made his character seem foolish.

3

TUESDAY

4

WEDNESDAY

5

THURSDAY

6

FRIDAY

corp- (body) – corpulent, corporation, corporeal, corporal, corpse, corpuscle

7

SATURDAY

First Saturday Class

8

SUNDAY

SEPTEMBER

"I like pressure. If I am not on the edge of failure, I'm not being sufficiently challenged." – Jewel

AUGUST 2019						
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THIS WEEK



Pine Technical & Community College

9

MONDAY

culmination – end or final result. His inauguration as president marked the culmination of his campaign days.

10

TUESDAY

11

WEDNESDAY

Patriot Day

12

THURSDAY

13

FRIDAY

dorm- (sleep) – dormitory, dormant, dormer, dormancy

14

SATURDAY

15

SUNDAY

SEPTEMBER

"I can accept failure. Everyone fails at something. But I can't accept not trying." – Michael Jordan

AUGUST 2019						
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THIS WEEK



Pine Technical & Community College

16

MONDAY

fortitude – courage. It took a lot of fortitude to confess to cheating on the exam.

17

TUESDAY

18

WEDNESDAY

19

THURSDAY

20

FRIDAY

-pater- (father) – paternalistic, patronize, paternity, patriarch, expatriate, paterfamilias

21

SATURDAY

22

SUNDAY

SEPTEMBER

"It's lack of faith that makes people afraid of meeting challenges, and I believe in myself." – Muhammad Ali

AUGUST 2019						
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OCTOBER 2019						
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THIS WEEK



Pine Technical & Community College

23

MONDAY

First Day of Autumn

opulence – wealth. Visitors from other countries are often amazed at the opulence in the United States.

24

TUESDAY

25

WEDNESDAY

26

THURSDAY

27

FRIDAY

-nov- (new) – novel, nova, novice, novitiate, Nova Scotia, innovation, renovate

28

SATURDAY

29

SUNDAY

Rosh Hashanah begins at sundown

OCTOBER

"Challenges make you discover things about yourself that you never really knew. They're what make the instrument stretch — what make you go beyond the norm." — Cicely Tyson

SEPTEMBER 2019						
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THIS WEEK



Pine Technical & Community College

30

MONDAY

traverse – go through or across. When you traverse this field, be careful not to step on the wildflowers.

1

TUESDAY

2

WEDNESDAY

3

THURSDAY

4

FRIDAY

-punct- (point) – punctuate, punctilious, puncture, punctual, acupuncture, contrapuntal

5

SATURDAY

6

SUNDAY

OCTOBER

"If you want to make peace with your enemy, you have to work with your enemy. Then he becomes your partner." – Nelson Mandela

SEPTEMBER 2019						
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OCTOBER 2019						
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NOVEMBER 2019						
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THIS WEEK



Pine Technical & Community College

7

MONDAY

betroth – become engaged to marry. The announcement that they were betrothed surprised everyone.

Advising Week: Students meet with Advisors for Spring class selection

8

TUESDAY

Yom Kippur begins at sundown
Advising Week: Students meet with Advisors for Spring class selection

9

WEDNESDAY

Advising Week: Students meet with Advisors for Spring class selection

10

THURSDAY

Advising Week: Students meet with Advisors for Spring class selection

11

FRIDAY

Advising Week: Students meet with Advisors for Spring class selection

-ject- (throw) – eject, reject, conjecture, dejected, inject, subject, projection, interject

12

SATURDAY

13

SUNDAY

OCTOBER

"Courage is the ladder on which all the other virtues mount." – Clare Boothe Luce

SEPTEMBER 2019						
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OCTOBER 2019						
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NOVEMBER 2019						
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THIS WEEK



Pine Technical & Community College

14

MONDAY

Columbus Day (Observed)
Continuing Student and Veterans
Registration for Spring and
Summer 2020 Begins

evasive – not frank, not direct. Her evasive answers convinced the judge she was withholding important information.

15

TUESDAY

16

WEDNESDAY

New Student Registration for Spring
and Summer 2020 Begins

17

THURSDAY

No Classes

18

FRIDAY

No Classes

-tion (act or state) – completion, reaction, devastation, production, creation, transition

19

SATURDAY

Mid-Term Ends - Saturday Classes Meet

20

SUNDAY

OCTOBER

"Some of the world's greatest feats were accomplished by people not smart enough to know they were impossible." – Doug Larson

SEPTEMBER 2019						
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OCTOBER 2019						
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NOVEMBER 2019						
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THIS WEEK



Pine Technical & Community College

21

MONDAY

denouement – outcome; final development in a play. The denouement was obvious as early as the middle of the first act.

22

TUESDAY

23

WEDNESDAY

24

THURSDAY

25

FRIDAY

-loc- (place) – locomotive, location, local, locus, relocate, dislocate, localize

26

SATURDAY

27

SUNDAY

OCTOBER

"Never doubt that a small group of thoughtful, committed citizens can change the world. Indeed, it is the only thing that ever has." – Margaret Mead

SEPTEMBER 2019						
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OCTOBER 2019						
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NOVEMBER 2019						
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THIS WEEK



Pine Technical & Community College

28

MONDAY

impale – pierce. He was impaled by the spear his enemy hurled.

29

TUESDAY

30

WEDNESDAY

31

THURSDAY

Halloween

1

FRIDAY

-dox- (opinion) – orthodox, heterodox, doxology, indoctrinate, paradox

2

SATURDAY

3

SUNDAY

Standard Time returns

NOVEMBER

"You can always wish for what you don't have, but always respect what you do have." – Suzanne Vermilyea

OCTOBER 2019						
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NOVEMBER 2019						
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DECEMBER 2019						
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THIS WEEK



Pine Technical & Community College

4

MONDAY

pendant – strong inclination; liking. She had a pendant for fine jewelry.

5

TUESDAY

Election Day

6

WEDNESDAY

7

THURSDAY

8

FRIDAY

amphi- (both) – amphibious, amphitheater, amphibian, amphiboles

9

SATURDAY

Mawlid al-Nabi begins at sundown

10

SUNDAY

NOVEMBER

"If there is to be any peace, it will come through being, not having." – Henry Miller

OCTOBER 2019						
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NOVEMBER 2019						
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DECEMBER 2019						
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THIS WEEK



Pine Technical & Community College

11

MONDAY

Veterans Day (Observed)
Campus Closed - No Classes

trilogy – group of three works. We read *Heir to the Empire*, the first book of the *Star Wars* trilogy.

12

TUESDAY

13

WEDNESDAY

14

THURSDAY

15

FRIDAY

magn- (great) – *Magna Carta, magnanimous, magnate, magnificent, magnum opus*

16

SATURDAY

17

SUNDAY

NOVEMBER

"To fulfill a dream, to be allowed to sweat over lonely labor, to be given a chance to create is the meat and potatoes of life." – Bette Davis

OCTOBER 2019						
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NOVEMBER 2019						
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DECEMBER 2019						
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THIS WEEK



Pine Technical & Community College

18

MONDAY

restitution – payment for damage or loss. He offered to make restitution for the window he broke.

19

TUESDAY

20

WEDNESDAY

21

THURSDAY

22

FRIDAY

eu- (good) – Eucharist, euphony, eulogy, euphemism, Europe, eugenics

23

SATURDAY

24

SUNDAY

NOVEMBER

"There is no man living who isn't capable of doing more than he thinks he can do." – Henry Ford

OCTOBER 2019						
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NOVEMBER 2019						
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DECEMBER 2019						
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THIS WEEK



Pine Technical & Community College

25

MONDAY

increment – increase. The job offers a 10 percent annual increment in salary.

26

TUESDAY

27

WEDNESDAY

28

THURSDAY

Thanksgiving
Campus Closed - No Classes

29

FRIDAY

Campus Closed - No Classes

endo- (*within*) – endoplasm, endocrine, endogamous, endoskeleton, endothermic

30

SATURDAY

Campus Closed - No Classes

1

SUNDAY

DECEMBER

"You really can change the world if you care enough." – Marian Wright Edelman

NOVEMBER 2019						
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DECEMBER 2019						
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JANUARY 2020							
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THIS WEEK



Pine Technical & Community College

2

MONDAY

frugality – thrift. We must live with frugality if we are to get ahead financially.

3

TUESDAY

4

WEDNESDAY

5

THURSDAY

6

FRIDAY

-phobia (*fear*) – *claustrophobia, acrophobia, xenophobia, agoraphobia, hydrophobia*

7

SATURDAY

8

SUNDAY

DECEMBER

"Action is the antidote to despair." – Joan Baez

NOVEMBER 2019						
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DECEMBER 2019						
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JANUARY 2020						
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31						

THIS WEEK



Pine Technical & Community College

9

MONDAY

deviate – turn away from, sidestep. Don't deviate from the truth.

10

TUESDAY

11

WEDNESDAY

12

THURSDAY

13

FRIDAY

ortho- (*straight*) – *orthopedics, orthodontist, orthodox, orthography, orthogonal*

14

SATURDAY

15

SUNDAY

DECEMBER

"The time is always right to do what is right." – Martin Luther King Jr.

NOVEMBER 2019						
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DECEMBER 2019						
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JANUARY 2020						
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31						

THIS WEEK



Pine Technical & Community College

16

MONDAY

Final Exam Week

bogus – counterfeit; not authentic. The police quickly found who was producing the bogus money.

17

TUESDAY

Final Exam Week

18

WEDNESDAY

Final Exam Week

19

THURSDAY

Final Exam Week

20

FRIDAY

Final Exam Week
Last Day of Classes

-put- (think) – reputation, putative, impute, dispute, computer, disreputable

21

SATURDAY

Final Exams - Saturday Class
Last Saturday Class

22

SUNDAY

*First Day of Winter
Hanukkah begins at sundown*

DECEMBER

"Where there is great love there are always miracles." – Willa Cather

NOVEMBER 2019						
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DECEMBER 2019						
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JANUARY 2020						
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31						

THIS WEEK



Pine Technical & Community College

23

MONDAY

glut – overstock; fill to excess. The market is glutted with athletic shoes.

Semester Break - No Classes

24

TUESDAY

Semester Break - No Classes

25

WEDNESDAY

Christmas
Campus Closed - No Classes

26

THURSDAY

Kwanzaa begins
Semester Break - No Classes

27

FRIDAY

Semester Break - No Classes

*-ver- (true) – verify, veracity, veritable, verdict, verisimilitude, aver, cinema
verity*

28

SATURDAY

29

SUNDAY

JANUARY

"It's kind of fun to do the impossible." – Walt Disney

DECEMBER 2019						
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JANUARY 2020						
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FEBRUARY 2020						
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THIS WEEK



Pine Technical & Community College

30

MONDAY

desecrate – violate the sanctity of. The robbers desecrated the temple.

Semester Break - No Classes

31

TUESDAY

Semester Break - No Classes

1

WEDNESDAY

New Year's Day
Campus Closed - No Classes

2

THURSDAY

Semester Break - No Classes

3

FRIDAY

Semester Break - No Classes

matri- (mother) – matricide, matron, matriarch, matrimony, matrilineal

4

SATURDAY

5

SUNDAY

JANUARY

"No man fails if he does his best." – Orison Swett Marden

DECEMBER 2019						
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JANUARY 2020						
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FEBRUARY 2020						
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THIS WEEK



Pine Technical & Community College

6

MONDAY

goad – urge on. The boy was goaded by his friends until he gave in to their wishes.

Semester Break - No Classes

7

TUESDAY

Semester Break - No Classes

8

WEDNESDAY

Faculty and Staff Administrative Directed In-Service Semester Break - No Classes

9

THURSDAY

Faculty and Staff Administrative
Directed In-Service
Jump Start
Semester Break - No Classes

10

FRIDAY

Faculty Work Day
Semester Break - No Classes

mega- (large) – *megalith, megaphone, megalomania, megalopolis, megahertz*

11

SATURDAY

12

SUNDAY

JANUARY

"The formula for success is simple: practice and concentration then more practice and more concentration." – Babe Didrikson Zaharias

DECEMBER 2019						
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JANUARY 2020						
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FEBRUARY 2020						
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THIS WEEK



Pine Technical & Community College

13

MONDAY

Spring Semester Begins

tureen – deep table dish for holding soup. Her great-grandmother had served soup in the antique tureen.

14

TUESDAY

15

WEDNESDAY

16

THURSDAY

17

FRIDAY

pop- (people) – popular, populist, populate, population, popularize, populous

18

SATURDAY

First Saturday Class

19

SUNDAY

JANUARY

"The ultimate measure of a man is not where he stands in moments of comfort and convenience, but where he stands at times of challenge and controversy." – Martin Luther King Jr.

DECEMBER 2019						
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JANUARY 2020						
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FEBRUARY 2020						
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THIS WEEK



Pine Technical & Community College

20

MONDAY

*Martin Luther King, Jr. Day
(Observed)
Campus Closed - No Classes*

ornithology – study of birds. John James Audubon was a famous scholar of ornithology.

21

TUESDAY

22

WEDNESDAY

23

THURSDAY

24

FRIDAY

-sangui- (blood) – sanguinary, sanguine, consanguinity, sangria

25

SATURDAY

Chinese New Year

26

SUNDAY

JANUARY

"You cannot achieve a new goal by applying the same level of thinking that got you where you are today." – Albert Einstein

DECEMBER 2019						
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JANUARY 2020						
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FEBRUARY 2020						
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THIS WEEK



Pine Technical & Community College

27

MONDAY

supple – flexible; pliant. The fisherman found a supple tree limb to use as a fishing rod.

28

TUESDAY

29

WEDNESDAY

30

THURSDAY

31

FRIDAY

-vita- (life) – vitamin, vitality, vital, revitalize, viable, vitalize

1

SATURDAY

2

SUNDAY

Groundhog Day

FEBRUARY

"Laziness may appear attractive, but work gives satisfaction." – Anne Frank

JANUARY 2020						
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FEBRUARY 2020						
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MARCH 2020						
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THIS WEEK



Pine Technical & Community College

3

MONDAY

itinerary – plan of a trip. She left her itinerary with us in case we need to contact her.

4

TUESDAY

No Evening Classes after 6 p.m.
Precinct Caucus Day

5

WEDNESDAY

6

THURSDAY

7

FRIDAY

-demo- (people) – democracy, demography, undemocratic, democratize

8

SATURDAY

9

SUNDAY

FEBRUARY

"The world is round, and the place which may seem like the end may also be only the beginning." – Ivy Baker Priest

JANUARY 2020						
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FEBRUARY 2020						
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MARCH 2020						
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THIS WEEK



Pine Technical & Community College

10

MONDAY

coerce – force. Don't try to coerce me into doing this.

11

TUESDAY

12

WEDNESDAY

Lincoln's Birthday

13

THURSDAY

14

FRIDAY

stereo- (*solid*) – *stereoscope, stereophonic, stereotype, stereopticon, stereotropism*

Valentine's Day

15

SATURDAY

16

SUNDAY

FEBRUARY

"Without discipline, there is no life at all." – Katharine Hepburn

JANUARY 2020						
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MARCH 2020						
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THIS WEEK



Pine Technical & Community College

17

MONDAY

Presidents' Day
Campus Closed - No Classes

dissertation – formal essay. For her degree, she wrote a dissertation on learning disabilities.

18

TUESDAY

19

WEDNESDAY

20

THURSDAY

21

FRIDAY

-ism (doctrine) – Marxism, capitalism, Imagism, Cubism, nihilism, pluralism

22

SATURDAY

Washington's Birthday

23

SUNDAY

FEBRUARY

"Attempt the impossible in order to improve your work." – Bette Davis

JANUARY 2020						
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MARCH 2020						
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29	30	31				

THIS WEEK



Pine Technical & Community College

24

MONDAY

amble – move at an easy pace. He ambled around the town.

25

TUESDAY

26

WEDNESDAY

Ash Wednesday

27

THURSDAY

28

FRIDAY

-cognosc-, -cognit- (to learn) – agnostic, incognito, cognition

29

SATURDAY

1

SUNDAY

MARCH

"Adventure is worthwhile in itself." – Amelia Earhart

FEBRUARY 2020						
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MARCH 2020						
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APRIL 2020						
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THIS WEEK



Pine Technical & Community College

2

MONDAY

Advising Week: Students meet with Advisors for Fall class selection

epitome – a representative or example of a type. He is the epitome of a male chauvinist.

3

TUESDAY

Advising Week: Students meet with Advisors for Fall class selection

4

WEDNESDAY

Advising Week: Students meet with Advisors for Fall class selection

5

THURSDAY

Advising Week: Students meet with Advisors for Fall class selection

6

FRIDAY

Advising Week: Students meet with Advisors for Fall class selection

-graph-, -gram- (writing) – epigram, telegram, stenography

7

SATURDAY

Mid-Term Ends - Saturday Classes Meet

8

SUNDAY

Daylight-Saving Time begins

MARCH

"Once you realize how good you really are, you never settle for playing less than your best." – Reggie Jackson

FEBRUARY 2020						
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APRIL 2020						
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THIS WEEK



Pine Technical & Community College

9

MONDAY

Spring Break - No Classes

adhere – stick fast. I will adhere to my opinion until I'm proven wrong.

10

TUESDAY

Spring Break - No Classes

11

WEDNESDAY

Spring Break - No Classes

12

THURSDAY

Spring Break - No Classes

13

FRIDAY

Spring Break - No Classes

-ile (*pertaining to, capable of*) – *civil, ductile, puerile*

14

SATURDAY

No Saturday Classes

15

SUNDAY

MARCH

"This is the team. We're trying to go to the moon. If you can't put someone up, please don't put them down." – NASA motto

FEBRUARY 2020						
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MARCH 2020						
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APRIL 2020						
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THIS WEEK



Pine Technical & Community College

16

MONDAY

ogle – look at with strong interest; stare. It is impolite to ogle at people walking by.

Continuing Student and Veterans Registration for Fall 2020 Begins

17

TUESDAY

St. Patrick's Day

18

WEDNESDAY

New Student Registration for Fall 2020 Begins

19

THURSDAY

First Day of Spring

20

FRIDAY

-dict- (to say) – abdicate, diction, verdict

21

SATURDAY

22

SUNDAY

MARCH

"If it had not been for the wind in my face, I wouldn't be able to fly at all." – Arthur Ashe

FEBRUARY 2020						
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MARCH 2020						
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APRIL 2020						
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THIS WEEK



Pine Technical & Community College

23

MONDAY

infamous – notorious; disreputable. Jesse James was an infamous outlaw.

24

TUESDAY

25

WEDNESDAY

26

THURSDAY

27

FRIDAY

-ab-, -abs- (*from, away from*) – *abduct, abdicate, absent*

28

SATURDAY

29

SUNDAY

APRIL

"I have found that among its other benefits, giving liberates the soul of the giver." – Maya Angelou

MARCH 2020						
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APRIL 2020						
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MAY 2020						
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THIS WEEK



Pine Technical & Community College

30

MONDAY

verdigris – a green coating on copper due to oxidation. The statue became coated with verdigris.

31

TUESDAY

1

WEDNESDAY

April Fools' Day

2

THURSDAY

3

FRIDAY

-jur-, -jurat- (to swear) – abjure, perjure, jury

4

SATURDAY

5

SUNDAY

Campus Conversation Day
No Classes

Palm Sunday

APRIL

"The harder you work, the harder it is to surrender." – Vince Lombardi

MARCH 2020						
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APRIL 2020						
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MAY 2020						
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30	31					

THIS WEEK



Pine Technical & Community College

6

MONDAY

soporific – sleep-producing. Thanksgiving dinner had a soporific effect on all our guests.

7

TUESDAY

8

WEDNESDAY

Passover begins at sundown

9

THURSDAY

10

FRIDAY

-solv-, -solut- (to loosen, explain) – absolve, dissolute, absolute

11

SATURDAY

12

SUNDAY

Good Friday

No Saturday Classes

Easter

APRIL

"The quality of an individual is reflected in the standards they set for themselves." – Ray Kroc

MARCH 2020						
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APRIL 2020						
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MAY 2020						
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24	25	26	27	28	29	30
31						

THIS WEEK



Pine Technical & Community College

13

MONDAY

antipathy – aversion. Dogs are her greatest antipathy.

14

TUESDAY

15

WEDNESDAY

16

THURSDAY

17

FRIDAY

-cord- (*heart*) – *accord, cordial, discord*

18

SATURDAY

19

SUNDAY

APRIL

"Nothing in life is to be feared. It is only to be understood." – Marie Curie

MARCH 2020						
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APRIL 2020						
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MAY 2020						
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30	31					

THIS WEEK



Pine Technical & Community College

20

MONDAY

ruddy – having a fresh, healthy color. The athlete's ruddy skin was a sign of good health.

21

TUESDAY

22

WEDNESDAY

Earth Day

23

THURSDAY

Ramadan begins at sundown

24

FRIDAY

acr- (*sharp*) – *acrimonious, acerbity, acidulate*

25

SATURDAY

26

SUNDAY

APRIL

"Common sense is seeing things as they are and doing things as they ought to be." — Harriet Beecher Stowe

MARCH 2020						
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APRIL 2020						
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MAY 2020						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

THIS WEEK



Pine Technical & Community College

27

MONDAY

maudlin – tearfully sentimental. I am annoyed when a movie turns needlessly *maudlin*.

28

TUESDAY

29

WEDNESDAY



30 THURSDAY		
1 FRIDAY	<p>-ag-, -act- (to do) – act, agent, retroactive</p>	
2 SATURDAY		
3 SUNDAY		

MAY

"No one can make you feel inferior without your consent." – Eleanor Roosevelt

APRIL 2020						
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MAY 2020						
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JUNE 2020						
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21	22	23	24	25	26	27
28	29	30				

THIS WEEK



Pine Technical & Community College

4

MONDAY

vilify – make abusive and slanderous statements. The Nazi propaganda vilified the Jews.

5

TUESDAY

Cinco de Mayo

6

WEDNESDAY

7

THURSDAY

8

FRIDAY

ad- (to, forward) – admit, adhere, advance

9

SATURDAY

10

SUNDAY

Final Exams

Final Exams - Saturday Class
Last Saturday Class

Mother's Day

MAY

"There are no gains without pains." – Benjamin Franklin

APRIL 2020						
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MAY 2020						
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31						

JUNE 2020						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

THIS WEEK



Pine Technical & Community College

11

MONDAY

Final Exam Week

inter – bury. They had plans to inter the body after an autopsy.

12

TUESDAY

Final Exam Week

13

WEDNESDAY

Final Exam Week

14

THURSDAY

Final Exam Week
Last Day of Classes

15

FRIDAY

Commencement
No Classes

-mon-, -monit- (to warn) – admonish, premonition, monitor

16

SATURDAY

17

SUNDAY

MAY

"Do the best you can in every task, no matter how unimportant it may seem at the time. No one learns more about a problem than the person at the bottom." – Sandra Day O'Connor

APRIL 2020						
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MAY 2020						
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JUNE 2020						
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21	22	23	24	25	26	27
28	29	30				

THIS WEEK



Pine Technical & Community College

18

MONDAY

Laylat al-Qadr begins at sundown

tractable – manageable. His new computer made complex graphic design more tractable, so he got more done.

19

TUESDAY

Faculty In-Service

20

WEDNESDAY

21

THURSDAY

22

FRIDAY

-agri-, -agrari- (*field*) – agrarian, agriculture

23

SATURDAY

Eid al-Fitr begins at sundown

24

SUNDAY

MAY

"Make the most of yourself, for that is all there is of you." – Ralph Waldo Emerson

APRIL 2020						
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MAY 2020						
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JUNE 2020						
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28	29	30				

THIS WEEK



Pine Technical & Community College

25

MONDAY

Memorial Day (Observed)

steadfast – firm; unwavering. The president spoke with steadfast resolve.

26

TUESDAY

27

WEDNESDAY

28

THURSDAY

29

FRIDAY

-ali- (*another*) – *alias, alienate, inalienable*

30

SATURDAY

31

SUNDAY

JUNE 2020

★ GOALS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
1	2	3	4
8	9	10	11
15	16	17	18
22	23	24	25
29	30	1	2

REMINDERS

FRIDAY	SATURDAY	SUNDAY	NOTES
5	6	7	<hr/> <hr/> <hr/> <hr/> <hr/>
12	13	14 <i>Flag Day</i>	<hr/> <hr/> <hr/> <hr/> <hr/>
19	<i>First Day of Summer</i>	20 <i>Father's Day</i>	<hr/> <hr/> <hr/> <hr/> <hr/>
26	27	28	<hr/> <hr/> <hr/> <hr/> <hr/>
3	4	5	<hr/> <hr/> <hr/> <hr/> <hr/>

JULY 2020

★ GOALS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
29	30	1	2
6	7	8	9
13	14	15	16
20	21	22	23
27	28	29	30 <i>Eid al-Adha begins at sundown</i>

REMINDERS

FRIDAY	SATURDAY	SUNDAY	NOTES
3	4 <i>Independence Day</i>	5	<hr/> <hr/> <hr/> <hr/> <hr/>
10	11	12	<hr/> <hr/> <hr/> <hr/> <hr/>
17	18	19	<hr/> <hr/> <hr/> <hr/> <hr/>
24	25	26	<hr/> <hr/> <hr/> <hr/> <hr/>
31	1	2	<hr/> <hr/> <hr/> <hr/> <hr/>

AUGUST 2020

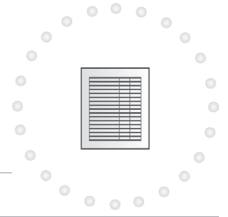
★ GOALS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
27	28	29	30
3	4	5	6
10	11	12	13
17	18	19	20 <i>Muharram begins at sundown</i>
24	25	26	27
31			

REMINDERS

FRIDAY	SATURDAY	SUNDAY	NOTES
31	1	2	<hr/> <hr/> <hr/> <hr/> <hr/>
7	8	9	<hr/> <hr/> <hr/> <hr/> <hr/>
14	15	16	<hr/> <hr/> <hr/> <hr/> <hr/>
21	22	23	<hr/> <hr/> <hr/> <hr/> <hr/>
28	29	30	<hr/> <hr/> <hr/> <hr/> <hr/>

NOTES



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Pine Technical &
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