Pine Technical & Community College

STUDENT HANDBOOK

2022-2023

Pine Technical & Community College

A MEMBER OF MINNESOTA STATE

Pine Technical & Community College

2022/2023

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 AND 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 PTCC 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, PTCC 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.

Quick Reference Numbers:

Pine Technical and Community College/Student Affairs/Student Success	320-629-5100
Student Senate	320-629-5160
IT Helpdesk	320-629-5113
Campus Store	320-629-5137

Pine Technical & Community College

2022-2023 ACADEMIC CALENDAR

Fall Semester 2022	
August 22	Fall Semester Begins; First Saturday class August 27th
September 5	Labor Day Holiday (Campus Closed); No classes September 3rd
October 3-7	Advising Week:Students meet with advisors
October 10	Continuing Student/Veterans Registration Opens
October 12	New Student Registration Opens
October 15	Mid-Term Ends - Saturday classes held
October 20-21	Non-contract Faculty Days (No classes)
November 11	Veteran's Day (Campus Closed)
November 24-25	Thanksgiving Holiday (Campus Closed); also closed Saturday, Nov. 26
December 12-16	Final Exam Week; Final Exams for Sat. Classes Dec. 17th
December 16	Last Day of Classes; Last Saturday Class Dec. 17th
December 24 - 26	Holiday Observed (Campus Closed)
December 19 - January 8	Semester Break (No classes)
Spring Semester 2023	
January 2	New Year's Day Holiday Observed (Campus Closed)
January 9	Spring Semester Begins; First Saturday Class Jan. 14th
January 16	Martin L. King Holiday (Campus Closed)
February 20	Presidents' Day (Campus Closed)
February 27 - March 3	Advising Week:Students meet with advisors
March 4	Mid-Term End - Saturday classes held
March 6-10	Spring Break (No classes); No Saturday class Mar. 11th
March 13	Continuing Student/Veterans Registration Opens
March 15	New Student Registration Opens
April 8	No Saturday Classes
April 14	Campus Conversation Day (Faculty Contract Day; No classes)
May 5-10	Final Exam Week; Final Exams for Sat. Classes May 6th
May 11	Last Day of Classes; Last Saturday Class May 6th
May 12	Commencement and Faculty Contract Day (No classes)
Summer Session 2023	
June 5	Summer Session Begins
June 19	Juneteenth (Campus Closed)
July 4	Independence Day (Campus Closed)
July 29	Last Day of Summer Session

PTCC Student Senate welcomes you to Pine Technical and Community College!

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.mscsa.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 on the College website.

MISSION, VISION AND VALUES

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. The college will be the essential regional resource for higher education, bringing dynamic, vibrant academic programming to the communities we serve.

MISSION

Known for innovation and inclusive contributions that 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 transferable to another college or university, Pine Technical and Community College is an excellent choice.

VALUES

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

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 version of policies and procedures, please refer to the College website.

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.

Pine Technical &
Community College

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 Farfum Ladroma, Director of Student Success, who can be reached at 320-629-5161. Pine Technical and Community College's ADA/Section 504 Coordinator and Title VI Coordinator is Robin Johnson, Student Success Coordinator, who can be reached at 320-629-5174. These individuals may be visited 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 Library.

COVID-19 NOTICE

Pine Technical and Community College holds as paramount the health, safety and welfare of every member of its community. Pine Technical and Community College however cannot guarantee a COVID-19-free environment. Unfortunately, the risk of COVID-19 exposure exists in all public places where people are present. Pine Technical and Community College is taking all recommended steps to mitigate this risk, but we cannot categorically guarantee you will not get sick. Minimizing the risk of COVID-19 infections (or any other spread of disease) is a shared responsibility. Every member of our community – including you – must do their part. Understand that if you return to the physical campus of Pine Technical and Community College, there is a risk you may contract COVID-19 and that illness, injury or death is a possible result.

GETTING STARTED

KEY TERMS AND ABBREVIATIONS

AA – Associate of Arts

AAS – Associate of Applied Science

ABT – Ability to Benefit

AS – Associate of Science

DARs – (Integrated Degree Audit Report)

D2L Brightspace – Desire 2 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

MinnState – Minnesota State Colleges and Universities – formerly MnSCU

PSEO – Postsecondary Enrollment Options (campus based, concurrent enrollment and ITV delivered courses

Rm – Room

SAP – Satisfactory Academic Progress

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

ADMISSION TO THE COLLEGE

All program 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 the College website.

ABILITY TO BENEFIT (ABT)

As of July 1, 2012, students without a high school diploma or a General Education Diploma (GED) may be accepted to the college, but might not be eligible for federal financial aid. Students 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 on the College website. Exemptions to this requirement do exist. For more information see M.S.135A.14 Subd.3.

ASSESSMENT FOR COURSE PLACEMENT

Pine Technical and Community College's course placement process determines a student's readiness for reading, writing, and mathematics courses. It is used to assist a student with the selection of appropriate courses to help assure a student's success upon entering PTCC. All degree-seeking students are required to satisfy course placement.

Course placement can be determined using one or a combination of the following:

- ACT, SAT, and MCA Scores – valid within the last 5 calendar years
- High school GPA – valid within the last 10 calendar years
- Completion of college-level coursework from an accredited U.S. college or university
- Accuplacer Assessment
- Guided Self-Placement

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. Students have the right to appeal a transfer decision. For information on that process, contact the Student Success 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 Success.

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 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 College Library resources, printing, events, activities and student identification. Student ID can be acquired in the Library.
- Opt-In for Campus Communication
- Connect with members of the Student Success team who have many resources and supports available to assist in student success.
- Download Brightspace Pulse – Brightspace Pulse is a mobile app that can help students stay connected with their courses in Brightspace Learning Environment.
- Respondus Lockdown Browser is a custom browser integrated with D2L Brightspace that locks down the testing environment for PTCC courses.

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
- Ensure personal technology and the online learning management system (D2L Brightspace) are working properly
- 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 important dates
    - add/drop
    - last date to withdraw
    - tuition
    - scholarships
    - assignments
    - tests
    - start date for late start courses
    - advising week
- 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 and Library for additional support.
- For every 1 credit, plan on 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:

- 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
- Program advisor information
- DARs – Interactive Degree Audit Report indicates academic progress and program requirements for completion

Student Services – visit the PTCC website: http://www.pine.edu

PTCC has a variety of services available to help students be successful in and out of the classroom. Below is a listing of some of the services available. Visit the PTCC website for more information.

- Academic Resources
  - College Library
  - Testing Center
  - Tutoring Center
- Advising and Counseling
  - Academic Advising
  - Program Advising
  - Career Counseling
  - Personal Counseling
- Career Center
  - Student Employment
  - Community Employment
  - Career Workshops
- Graduation and Transfer
- Records and Registration
- Student Life
  - Student Activities
  - Student Clubs
  - Student Senate
- Support Services – Basic Needs Resources
  - Accessibility and Accommodations
  - Community Connections
  - Emergency Assistance Grant
  - Mobile Food Pantry
  - SNAP Student Support Program → Connect 4 Success
  - Veterans Services
- Campus Resources
  - Adult Basic Education
  - Campus Store
  - Parkside Café
  - Pine Early Learning Center
  - Technology Services
  - The Woods at Mora

Satisfactory Academic Progress – Satisfactory Academic Progress (SAP) requires a cumulative 2.0 GPA and 67% completion rate. 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 faculty notice that a student is having difficulty in their class (i.e. missing class, missing assignments, low test scores) they may submit an academic alert. 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 kind of help might be needed, connect students with the necessary resources, and 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. All students who anticipate completing their degree must apply to graduate the semester before their final courses.

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 on the College website *(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 on the College website.

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 (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 (AA) students are assigned a staff advisor from the Student Success team. New students with advising questions can be directed to Student Affairs.

The academic advisor can help students with:

- Understanding 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 POSTSECONDARY ENROLLMENT OPTION (PSEO), CONCURRENT ENROLLMENT AND ITV

Through the PSEO program, established by Minnesota State Statutes 124D.09, Pine Technical and Community College is proud to offer high school students the opportunity to participate in rigorous educational pursuits and provide a wider variety of options for high school students. Through Minnesota's PSEO program, 9 – 12 grade high school students can get a jump start on earning college credit by taking college courses while they are still in high school. This opportunity allows students to take college credit courses tuition-free, saving both time and money when completing a college degree.

Pine Technical and Community College offers and supports Minnesota Department of Education (MDE) approved Career and Technical Course options, General Education Options, Concurrent Enrollment and dual credit through ITV and Academy options.

For more 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 and expectations for PSEO students, we encourage you to visit the College website.

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 multiple academic awards. For a full listing of programs visit the College website.

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 40 credits of 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 also 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).

COURSE GRADES

Course grades are assigned by the instructor of the course according to established guidelines set forth in the course syllabus. Students should take responsibility to know where they stand at any point in time throughout the class, and consult with their instructor if they are unclear about where they stand, or disagree with the grading on individual assignments. Course grades are posted the Monday following the end of the term (or course if it ends prior to the end of the term).

ACADEMIC GRADE APPEAL

After a grade has been posted for a course, students have the right to appeal the assigned grade. The Academic Grade Appeal provides the student with an opportunity to appeal a course grade that the student believes has been assigned in an arbitrary or capricious manner or other reasons not related to academic performance. There is a presumption that grades assigned by faculty members are correct, thus the burden of proof rests with the student who is appealing the grade. The student must initiate the process and be prepared to present supporting documentation. Under this policy, the college will not change the grade assigned by an instructor unless presented with sufficient evidence that the instructor's grading procedure did not reflect sound educational practices or was inconsistent with the common course outline and course syllabus. The Grade Appeal Form can be found on the College website.

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.

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. Please contact the Student Success Coordinator for more information regarding SAP and the SAP appeal process.

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.

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 Awards are 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 Success, 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 on the College website.

PREREQUISITES/COREQUISITES

Some courses are designed to be taken in sequence. Prerequisites 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 prerequisite requirements with a grade of "C" or higher.

DEVELOPMENTAL EDUCATION COURSES

Developmental Education courses 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 on the College website. 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 Academic Affairs or online on the College website.

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 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. 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 84 and has eight student computers, a printer, and group study areas. Additional information can be found on the College website.

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 Library and the IT Helpdesk. For more information please visit the College website.

RESPONDUS LOCKDOWN BROWSER

Many PTCC courses utilize Respondus Lockdown Browser. Respondus Lockdown Browser locks down online testing within D2L Brightspace.

ACCESSIBILITY AND ACCOMMODATION SERVICES

Pine Technical & Community College values diversity and inclusion; we are committed to a climate of mutual respect and full participation. If there are aspects of the instruction or design of courses that result in barriers to inclusion,students should 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 at 320-629-5174, or visit the College website.

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 on the College website. 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, Respondus Lockdown Browser, STAR ID, e-mail access, eServices, etc. For more information, call the PTCC IT Department at 320-629-5113, or email helpdesk@pine.edu.

COLLEGE LIBRARY

The College Library offers a diverse collection of books, databases and electronic resources, spaces for individual and group study, as well as assistance with research projects. College Library 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 the College website.

Resources of all types, including books, journals, magazines, and electronic formats, are available in and through the College Library for use, regardless if someone is a student, staff, faculty, or community member. The Library has developed holdings in all Pine Technical and Community College programs, including a significant collection of gunsmithing materials to support one of the few programs in the country. Online research guides and 24/7 chat help are also available. The Library's OneSearch discovery system allows users to find materials in the library and across the MinnState system. Students can utilize the convenient Minitex interlibrary loan services to access materials that aren't available directly through Pine Technical and Community College, or WorldCat, which searches internationally for items.

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.

If students want to become a peer tutor, students must have completed the courses for which they want to tutor, received satisfactory grades, and be recommended by their faculty. Qualified candidates are encouraged to apply.

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/.

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. Additional support and information for student veterans in higher education can be found at linkvet.custhelp.com/app/custom/education. A student veteran center is located in Room 161.

TESTING SERVICES

The PTCC Testing Center offers academic and professional testing services for both students and the community. For more information, refer to the College website.

SAFETY

Current safety and compliance information is published annually and can be found on the College website.

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.

Clay Target Club: The mission of the Pine Technical and Community College Clay Target Club is to get students to participate in clay target shooting sports. The club will compete in the MCAC Clay Target Trap League against other member schools. They also learn about clay target shooting disciplines and the differences in them. This includes: trap, skeet, and sporting clays. The club will also focus on developing coaching and leadership skills during the off season.

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, automation, 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, regardless of how they identify. All identities and expressions are welcome.

Outdoor Club: The Outdoor Club exists to promote shooting by fielding shotgun, rifle and handgun teams; to provide charitable donations to the gunsmithing department, school and the community; and, to provide scholarship assistance to qualified members in good standing in the association.

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.

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.

Spanish Club: The mission of the Pine Technical and Community College Spanish Club is to educate students about the cultures of the Hispanic world through social gatherings that provide an array of activities, such as culture presentations, skit games, videos, holiday celebrations, field trips, and service learning opportunities. These activities will allow students and teachers to interact, practice Spanish, and learn about other cultures and people in other lands. The Spanish Club will be open to all students regardless of his or her level and ability in Spanish.

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 Library for individual and online resources available for career exploration, job search tips, resume review, and mock interviews.

College Career Courses

Success Strategies for College & Professional Development (CCPD 1010)

Advanced Career Exploration (CCPD 1200)

Student Employment Opportunities

Student employment opportunities can be found on the College website. 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 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, Student Success, 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 tuition and fees policies and information please refer to the college website.

Deadlines

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 including 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 on the College website.

Award Disbursement

Financial aid disbursements are issued each term (fall, spring and summer). For specific disbursement information, visit the financial aid web page on the College website.

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:

- 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 and 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 on the College website.

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 Lodge. The Campus Store operates on a cash, check, credit card 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 Success and/or financial aid staff. Book vouchers are available for pre-determined published dates, typically the week before and during 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.

RECORDS & REGISTRATION

PTCC students should become familiar with the Records and Registration policies and practices of College. The Academic and Student Affairs offices process admission applications, registration, transfer, and graduation evaluations and maintain 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 the student's eServices account by choosing the Account Management option.

NAME CHANGE

Documentation is required for a name change on a student record. To change his/her 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 College website.

REGISTRATION – CURRENT STUDENTS

Current students are encouraged to meet with their assigned program advisor(s) to register for courses during the designated registration periods. 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. Look for emails, D2L Brightspace information, or updates posted on the hallway monitors for specific registration windows. Generally speaking, registration information is published:

- Spring and summer semesters registration: 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 after 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.

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 instructor and/or 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 highest grade achieved in a course is used to compute GPA. Repeated courses are included as attempted credits in evaluating 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.

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
- 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 website.

LIMITED DIRECTORY INFORMATION

The following information is designated as Limited Directory Data for enterprise technology related purposes internal to the Minnesota State Colleges and Universities system that are approved by System Office IT, including, but not limited to, inclusion of email addresses and Star ID numbers in a directory accessible to Minnesota State students and employees:

1. Student email address
2. Student Star ID
3. Inclusion in the Office 365 Global Address list is one of the approved purposes for these Limited Directory Data.

Notwithstanding any other provision of this policy, the following information is defined as Limited Directory Data for purposes of sharing with LeadMN so the association can communicate with their members:

1. Student name
2. Student email address
3. Student Change Code (NEW/RTN/DROP)

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:

- Academic information, including transcripts, grades, and test results
- Recommendation information
- Evaluations
- Profile information which identifies individuals
- Student financial aid records and other financial information
- Background information, including behavior, performance, and traits
- 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 form can be found on the college website.

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 (FERPA) 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.

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 continui-ng 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 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 Procedure: 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 Success 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 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, 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 persistently 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 Gun Show. 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 Success (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 Success 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 Success 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 Success.
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 Success. Students may be billed for the cost of the audio tape.
6. The Director of Student Success 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 Success 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 Success 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 Success.

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 Success 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 on 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 student. 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, staff, or student(s) directly involved or with whom the complaint exists.
2. If the student is uncomfortable approaching the faculty, staff, or student(s) 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

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.

If the complaint is not satisfactorily resolved or addressed, the student may initiate the grievance process.

GRIEVANCE PROCEDURE

If there is no resolution through the complaint procedure and the complaint alleges improper, unfair or arbitrary application of a college or MinnState policy or procedure, a student may initiate a written grievance. The written grievance must be submitted to the administrator who oversees the faculty, staff or department where the complaint allegedly occurred. The written grievance must include:

- A summary of the incident/violation/complaint
- Facts of the incident upon which the grievance is based, and
- Steps taken towards resolution and the nature of the resolution that is requested.

The administrator shall:

- Seek information from all parties involved
- Provide a written response to the student(s) who initiated the grievance and to the employees who were grieved. Included in the response shall be information on the right to and the process for a grievance appeal.

GRIEVANCE APPEALS

A student has the right to appeal a grievance decision by appealing to the President. The decision of the President is final and binding.

If the grievance involves a MinnState policy, the actions of the college President, an issue of institutional or program quality such as the college's compliance with the standards of an accrediting or licensing body, or a claim of consumer fraud or deceptive trade practice, a student may further appeal the college's decision to the chancellor.

COMPLAINT AND GRIEVANCE TIME FRAMES

The initial complaint or grievance must be presented within twenty (20) business days after the first occurrence of the event giving rise to the complaint or grievance or twenty (20) business days after the student, through use of reasonable diligence, should have obtained knowledge of the first occurrence.

Lack of awareness on the part of the student of posted policies, procedures or deadlines shall not be considered a reason for a complaint or grievance.

Each subsequent process step thereafter must be conducted within ten (10) business days. If the college is unable to respond within the ten (10) business days, the grievant shall be notified in writing of an extension which must include a reasonable response date. The student(s) and college may agree upon extending the deadlines by mutual agreement, approved by the appropriate Administrator.

If the employee or college fails to provide a response or a notice of extension within ten (10) business days, the grievant may proceed to the next step in the process.

If the grievant fails to appeal within ten (10) business days, the grievance shall be considered resolved.

CALENDAR YEARS

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September

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29	30					

October

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27	28	29	30	31		

November

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December

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AUGUST

"No bird soars too high if he soars with his own wings." – William Blake

JULY 2022

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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST 2022

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER 2022

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18	19	20	21	22	23	24
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THIS WEEK

PRIORITY THIS WEEK:

Pine Technical & Community College

15 MONDAY

16 TUESDAY

17 WEDNESDAY

THURSDAY 18

Jump Start

FRIDAY 19

SATURDAY 20

SUNDAY 21

AUGUST

"It is best to learn as we go, not go as we have learned." – Leslie Jeanne Sahler

JULY 2022						
S	M	T	W	T	F	S
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST 2022						
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28	29	30	31			

SEPTEMBER 2022						
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18	19	20	21	22	23	24
25	26	27	28	29	30	

THIS WEEK

PRIORITY THIS WEEK:

Pine Technical & Community College

22 MONDAY

Fall Semester Begins

23 TUESDAY

24 WEDNESDAY

THURSDAY 25

FRIDAY 26

SATURDAY 27

First Saturday Class

SUNDAY 28

AUGUST

"Luck is a matter of preparation meeting opportunity." – Oprah Winfrey

JULY 2022

S	M	T	W	T	F	S
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AUGUST 2022

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21	22	23	24	25	26	27
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SEPTEMBER 2022

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THIS WEEK

PRIORITY THIS WEEK:

Pine Technical & Community College

MONDAY 29

TUESDAY 30

WEDNESDAY 31

THURSDAY 1	FRIDAY 2	SATURDAY 3	SUNDAY 4
		No Classes	

SEPTEMBER

"The thing always happens that you really believe in; and the belief in a thing makes it happen." – Frank Lloyd Wright

AUGUST 2022						
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28	29	30	31			

SEPTEMBER 2022						
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OCTOBER 2022						
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23	24	25	26	27	28	29
30	31					

THIS WEEK

PRIORITY THIS WEEK:

Pine Technical & Community College

5 MONDAY

Labor Day
Campus Closed - No Classes

6 TUESDAY

7 WEDNESDAY

SUNDAY 11	SATURDAY 10	FRIDAY 9	THURSDAY 8
Patriot Day			

SEPTEMBER

"Whether you believe you can do a thing or not, you are right." – Henry Ford

AUGUST 2022

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SEPTEMBER 2022

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OCTOBER 2022

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

THIS WEEK

PRIORITY THIS WEEK:

Pine Technical & Community College

MONDAY 12

TUESDAY 13

WEDNESDAY 14

SUNDAY 18	SATURDAY 17	FRIDAY 16	THURSDAY 15

SEPTEMBER

"If you don't like something, change it. If you can't change it, change your attitude. Don't complain." – Maya Angelou

AUGUST 2022

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21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER 2022

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OCTOBER 2022

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

THIS WEEK

PRIORITY THIS WEEK:

Pine Technical & Community College

MONDAY 19

TUESDAY 20

WEDNESDAY 21

THURSDAY 22		*First day of autumn*
FRIDAY 23		
SATURDAY 24		
SUNDAY 25		*Rosh Hashanah begins at sundown*

SEPTEMBER

"Think it more satisfactory to live richly than die rich." – Sir Thomas Browne

AUGUST 2022						
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28	29	30	31			

SEPTEMBER 2022						
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OCTOBER 2022						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

THIS WEEK

PRIORITY THIS WEEK:

Pine Technical & Community College

MONDAY 26

TUESDAY 27

WEDNESDAY 28

SUNDAY 2	SATURDAY 1	FRIDAY 30	THURSDAY 29

OCTOBER

"There are two ways of spreading light – to be the candle or the mirror that reflects it." – Edith Wharton

SEPTEMBER 2022

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OCTOBER 2022

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NOVEMBER 2022

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20	21	22	23	24	25	26
27	28	29	30			

THIS WEEK

PRIORITY THIS WEEK:

Pine Technical & Community College

MONDAY 3

Advising Week: Students meet with Advisors for Spring class selection

TUESDAY 4

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

WEDNESDAY 5

Advising Week: Students meet with Advisors for Spring class selection

6 THURSDAY

Advising Week: Students meet with Advisors for Spring class selection

7 FRIDAY

Mawlid al-Nabi begins at sundown
Advising Week: Students meet with Advisors for Spring class selection

8 SATURDAY

9 SUNDAY

OCTOBER

"Be yourself. Who else is better qualified?" – Frank J. Giblin II

SEPTEMBER 2022

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OCTOBER 2022

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NOVEMBER 2022

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20	21	22	23	24	25	26
27	28	29	30			

THIS WEEK

PRIORITY THIS WEEK:

Pine Technical & Community College

10 MONDAY

Columbus Day
Continuing Student and Veterans Registration for Spring and Summer 2023 Begins

11 TUESDAY

12 WEDNESDAY

New Student Registration for Spring and Summer 2023 Begins

13 THURSDAY

14 FRIDAY

15 SATURDAY

Mid-Term Ends - Saturday Classes Meet

16 SUNDAY

OCTOBER

"I am not afraid of storms, for I am learning how to sail my ship." – Louisa May Alcott

SEPTEMBER 2022

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OCTOBER 2022

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NOVEMBER 2022

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20	21	22	23	24	25	26
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THIS WEEK

PRIORITY THIS WEEK:

Pine Technical & Community College

MONDAY 17

TUESDAY 18

WEDNESDAY 19

THURSDAY 20		No Classes
FRIDAY 21		No Classes
SATURDAY 22		
SUNDAY 23		

OCTOBER

"We make a living by what we get, but we make a life by what we give." – Winston Churchill

SEPTEMBER 2022

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OCTOBER 2022

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NOVEMBER 2022

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27	28	29	30			

THIS WEEK

PRIORITY THIS WEEK:

Pine Technical & Community College

MONDAY 24

TUESDAY 25

WEDNESDAY 26

SUNDAY 30	SATURDAY 29	FRIDAY 28	THURSDAY 27

NOVEMBER

"Learn to listen. Opportunity could be knocking at your door very softly." – Frank Tyger

OCTOBER 2022

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NOVEMBER 2022

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DECEMBER 2022

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18	19	20	21	22	23	24
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THIS WEEK

PRIORITY THIS WEEK:

Pine Technical & Community College

MONDAY 31

Halloween

TUESDAY 1

WEDNESDAY 2

THURSDAY 3	FRIDAY 4	SATURDAY 5	SUNDAY 6
			Standard time begins

NOVEMBER

"Do not follow where the path may lead. Go instead where there is no path and leave a trail." – Ralph Waldo Emerson

OCTOBER 2022

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NOVEMBER 2022

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DECEMBER 2022

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THIS WEEK

PRIORITY THIS WEEK:

Pine Technical & Community College

MONDAY 7

TUESDAY 8

Election Day

WEDNESDAY 9

10 THURSDAY

11 FRIDAY

Veterans Day
Campus Closed - No Classes

12 SATURDAY

13 SUNDAY

NOVEMBER

"Talk about a dream; try to make it real." – Bruce Springsteen

OCTOBER 2022

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NOVEMBER 2022

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DECEMBER 2022

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18	19	20	21	22	23	24
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THIS WEEK

PRIORITY THIS WEEK:

Pine Technical & Community College

MONDAY 14

TUESDAY 15

WEDNESDAY 16

SUNDAY 20	SATURDAY 19	FRIDAY 18	THURSDAY 17

NOVEMBER

"The lips know only shallow tunes. The heart is where great symphonies are born." – Calvin Miller

OCTOBER 2022

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30	31					

NOVEMBER 2022

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DECEMBER 2022

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18	19	20	21	22	23	24
25	26	27	28	29	30	31

THIS WEEK

PRIORITY THIS WEEK:

Pine Technical & Community College

MONDAY 21

TUESDAY 22

WEDNESDAY 23

| @datebookstore

24 THURSDAY

Thanksgiving
Campus Closed - No Classes

25 FRIDAY

Campus Closed - No Classes

26 SATURDAY

Campus Closed - No Classes

27 SUNDAY

NOVEMBER

"The most wasted of all days is one without laughter." – E.E. Cummings

OCTOBER 2022

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30	31					

NOVEMBER 2022

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27	28	29	30			

DECEMBER 2022

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18	19	20	21	22	23	24
25	26	27	28	29	30	31

THIS WEEK

PRIORITY THIS WEEK:

Pine Technical & Community College

MONDAY 28

TUESDAY 29

WEDNESDAY 30

SUNDAY 4	SATURDAY 3	FRIDAY 2	THURSDAY 1

DECEMBER

"The way to get ahead is to start now." – William Feather

THIS WEEK

PRIORITY THIS WEEK:

Pine Technical & Community College

5 MONDAY

6 TUESDAY

7 WEDNESDAY

SUNDAY 11	SATURDAY 10	FRIDAY 9	THURSDAY 8

DECEMBER

"If you hear a voice within you saying 'You are not a painter,' then by all means paint, and that voice will be silenced." – Vincent van Gogh

NOVEMBER 2022						
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DECEMBER 2022						
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JANUARY 2023						
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THIS WEEK

PRIORITY THIS WEEK:

Pine Technical & Community College

MONDAY 12

Final Exam Week

TUESDAY 13

Final Exam Week

WEDNESDAY 14

Final Exam Week

15 THURSDAY

Final Exam Week

16 FRIDAY

Final Exam Week
Last Day of Classes

17 SATURDAY

Final Exams - Saturday Class
Last Saturday Class

18 SUNDAY

Hanukkah begins at sundown

DECEMBER

"Genius is 1% inspiration and 99% perspiration." – Thomas Edison

NOVEMBER 2022

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DECEMBER 2022

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JANUARY 2023

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THIS WEEK

PRIORITY THIS WEEK:

Pine Technical & Community College

MONDAY 19

Semester Break - No Classes

TUESDAY 20

Semester Break - No Classes

WEDNESDAY 21

First day of winter
Semester Break - No Classes

22 THURSDAY

Semester Break - No Classes

23 FRIDAY

Semester Break - No Classes

24 SATURDAY

Campus Closed - No Classes

25 SUNDAY

Christmas
Campus Closed - No Classes

DECEMBER

"The point is not to pay back kindness but to pass it on." – Julia Alvarez

NOVEMBER 2022						
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DECEMBER 2022						
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JANUARY 2023						
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THIS WEEK

PRIORITY THIS WEEK:

Pine Technical & Community College

26 MONDAY

Kwanzaa begins
Holiday Observed
Campus Closed - No Classes

27 TUESDAY

Semester Break - No Classes

28 WEDNESDAY

Semester Break - No Classes

THURSDAY 29		Semester Break - No Classes
FRIDAY 30		Semester Break - No Classes
SATURDAY 31		Semester Break - No Classes
SUNDAY 1		*New Year's Day*

JANUARY

"There is only one corner of the universe you can be certain of improving ... and that's your own self." – Aldous Huxley

DECEMBER 2022						
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JANUARY 2023						
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FEBRUARY 2023						
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26	27	28				

THIS WEEK

PRIORITY THIS WEEK:

Pine Technical & Community College

2 MONDAY

Holiday Observed
Campus Closed - No Classes

3 TUESDAY

Semester Break - No Classes

4 WEDNESDAY

Semester Break - No Classes

5 THURSDAY

Jump Start
Semester Break - No Classes

6 FRIDAY

Semester Break - No Classes

7 SATURDAY

8 SUNDAY

JANUARY

"My life is my message." – Mahatma Gandhi

DECEMBER 2022

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JANUARY 2023

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FEBRUARY 2023

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THIS WEEK

PRIORITY THIS WEEK:

Pine Technical & Community College

9 MONDAY

Spring Semester Begins

10 TUESDAY

11 WEDNESDAY

THURSDAY 12	FRIDAY 13	SATURDAY 14	SUNDAY 15
		First Saturday Class	

JANUARY

"There is nothing like a dream to create the future." – Victor Hugo

DECEMBER 2022

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JANUARY 2023

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FEBRUARY 2023

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THIS WEEK

PRIORITY THIS WEEK:

Pine Technical & Community College

16 MONDAY

Martin Luther King Jr. Day
Campus Closed - No Classes

17 TUESDAY

18 WEDNESDAY

THURSDAY 19

FRIDAY 20

SATURDAY 21

SUNDAY 22

Lunar New Year

JANUARY

"I have discovered in life that there are ways of getting almost anywhere you want to go, if you really want to go." – Langston Hughes

DECEMBER 2022

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JANUARY 2023

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FEBRUARY 2023

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THIS WEEK

PRIORITY THIS WEEK:

Pine Technical & Community College

MONDAY 23

TUESDAY 24

WEDNESDAY 25

SUNDAY 29	SATURDAY 28	FRIDAY 27	THURSDAY 26

FEBRUARY

"In great attempts, it is glorious even to fail." – Vincent T. Lombardi

JANUARY 2023						
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FEBRUARY 2023						
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MARCH 2023						
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THIS WEEK

PRIORITY THIS WEEK:

Pine Technical & Community College

MONDAY 30

TUESDAY 31

WEDNESDAY 1

2 THURSDAY

Groundhog Day

3 FRIDAY

4 SATURDAY

5 SUNDAY

FEBRUARY

"Everyone can be great because everyone can serve." – Martin Luther King Jr.

JANUARY 2023

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FEBRUARY 2023

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MARCH 2023

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THIS WEEK

PRIORITY THIS WEEK:

Pine Technical & Community College

MONDAY 6

TUESDAY 7

WEDNESDAY 8

SUNDAY 12	SATURDAY 11	FRIDAY 10	THURSDAY 9
Lincoln's Birthday			

FEBRUARY

"I change myself, I change the world." – Gloria Anzaldúa

JANUARY 2023

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FEBRUARY 2023

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MARCH 2023

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THIS WEEK

PRIORITY THIS WEEK:

Pine Technical & Community College

MONDAY 13

TUESDAY 14

Valentine's Day

WEDNESDAY 15

SUNDAY 19	SATURDAY 18	FRIDAY 17	THURSDAY 16

FEBRUARY

"A strong, positive self-image is the best possible preparation for success." – Joyce Brothers

JANUARY 2023

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FEBRUARY 2023

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MARCH 2023

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THIS WEEK

PRIORITY THIS WEEK:

Pine Technical & Community College

20 MONDAY

Presidents' Day
Campus Closed - No Classes

21 TUESDAY

22 WEDNESDAY

Ash Wednesday
Washington's Birthday

SUNDAY 26	SATURDAY 25	FRIDAY 24	THURSDAY 23

MARCH

"No one is useless in this world who lightens the burdens of another." – Charles Dickens

FEBRUARY 2023

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MARCH 2023

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APRIL 2023

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THIS WEEK

PRIORITY THIS WEEK:

Pine Technical & Community College

MONDAY 27

Advising Week: Students meet with Advisors for Fall class selection

TUESDAY 28

Advising Week: Students meet with Advisors for Fall class selection

WEDNESDAY 1

Advising Week: Students meet with Advisors for Fall class selection

2 THURSDAY

Advising Week: Students meet with Advisors for Fall class selection

3 FRIDAY

Advising Week: Students meet with Advisors for Fall class selection

4 SATURDAY

Mid-Term Ends - Saturday Classes Meet

5 SUNDAY

MARCH

"Never give up, for that is just the place and time that the tide will turn." – Harriet Beecher Stowe

FEBRUARY 2023						
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MARCH 2023						
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APRIL 2023						
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THIS WEEK

PRIORITY THIS WEEK:

Pine Technical & Community College

6 MONDAY

Spring Break - No Classes

7 TUESDAY

Spring Break - No Classes

8 WEDNESDAY

Spring Break - No Classes

9 THURSDAY

Spring Break - No Classes

10 FRIDAY

Spring Break - No Classes

11 SATURDAY

No Saturday Classes

12 SUNDAY

Daylight saving time begins

MARCH

"Leadership is action, not position."
– Donald H. McGannon

FEBRUARY 2023

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MARCH 2023

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APRIL 2023

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THIS WEEK

PRIORITY THIS WEEK:

Pine Technical & Community College

MONDAY 13

Continuing Student and Veterans Registration for Fall 2023 Begins

TUESDAY 14

WEDNESDAY 15

New Student Registration for Fall 2023 Begins

SUNDAY 19	SATURDAY 18	FRIDAY 17	THURSDAY 16
		St. Patrick's Day	

MARCH

"A wise man will make more opportunities than he finds." – Francis Bacon

FEBRUARY 2023						
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MARCH 2023						
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APRIL 2023						
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THIS WEEK

PRIORITY THIS WEEK:

Pine Technical & Community College

MONDAY 20

First day of spring

TUESDAY 21

WEDNESDAY 22

Ramadan begins at sundown

SUNDAY 26	SATURDAY 25	FRIDAY 24	THURSDAY 23

MARCH

"Even if you are on the right track, you'll get run over if you just sit there." – Will Rogers

FEBRUARY 2023

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MARCH 2023

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APRIL 2023

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THIS WEEK

PRIORITY THIS WEEK:

Pine Technical & Community College

MONDAY 27

TUESDAY 28

WEDNESDAY 29

THURSDAY 30

FRIDAY 31

SATURDAY 1

April Fools' Day

SUNDAY 2

Palm Sunday

APRIL

"If you can imagine it, you can create it. If you can create it, you can become it." – William Arthur Ward

MARCH 2023

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APRIL 2023

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MAY 2023

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THIS WEEK

PRIORITY THIS WEEK:

Pine Technical & Community College

MONDAY 3

TUESDAY 4

WEDNESDAY 5

Passover begins at sundown

6 THURSDAY

7 FRIDAY

Good Friday

8 SATURDAY

No Saturday Classes

9 SUNDAY

Easter

APRIL

"We can do anything we want as long as we stick to it long enough." – Helen Keller

MARCH 2023

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APRIL 2023

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MAY 2023

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THIS WEEK

PRIORITY THIS WEEK:

Pine Technical & Community College

MONDAY 10

TUESDAY 11

WEDNESDAY 12

13 THURSDAY

14 FRIDAY

Campus Conversation Day
No Classes

15 SATURDAY

16 SUNDAY

Laylat al-Qadr begins at sundown

APRIL

"I have nothing to offer but blood, toil, tears, and sweat." – Winston Churchill

MARCH 2023

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APRIL 2023

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MAY 2023

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THIS WEEK

PRIORITY THIS WEEK:

Pine Technical & Community College

MONDAY 17

TUESDAY 18

WEDNESDAY 19

20 THURSDAY

21 FRIDAY

Eid al-Fitr begins at sundown

22 SATURDAY

Earth Day

23 SUNDAY

APRIL

"Life is a promise; fulfill it." – Mother Teresa

MARCH 2023

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APRIL 2023

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MAY 2023

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THIS WEEK

PRIORITY THIS WEEK:

Pine Technical & Community College

24 MONDAY

25 TUESDAY

26 WEDNESDAY

SUNDAY 30	SATURDAY 29	FRIDAY 28	THURSDAY 27

MAY

"The reward of a thing well done is to have done it." – Ralph Waldo Emerson

APRIL 2023

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MAY 2023

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JUNE 2023

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THIS WEEK

PRIORITY THIS WEEK:

Pine Technical & Community College

1 MONDAY

2 TUESDAY

3 WEDNESDAY

4 THURSDAY

5 FRIDAY

Cinco de Mayo
Final Exam Week

6 SATURDAY

Final Exams - Saturday Class
Last Saturday Class

7 SUNDAY

MAY

"It may be those who do most dream most." – Stephen Leacock

APRIL 2023

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MAY 2023

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JUNE 2023

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THIS WEEK

PRIORITY THIS WEEK:

Pine Technical & Community College

MONDAY 8

Final Exam Week

TUESDAY 9

Final Exam Week

WEDNESDAY 10

Final Exam Week

11 THURSDAY

Last Day of Classes

12 FRIDAY

Commencement
No Classes

13 SATURDAY

14 SUNDAY

Mother's Day

MAY

"Other people may not have had high expectations for me ... but I had high expectations for myself." – Shannon Miller

APRIL 2023

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MAY 2023

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JUNE 2023

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THIS WEEK

PRIORITY THIS WEEK:

Pine Technical & Community College

15 MONDAY

16 TUESDAY

17 WEDNESDAY

SUNDAY 21	SATURDAY 20	FRIDAY 19	THURSDAY 18

MAY

"I would rather fail in a cause that will ultimately triumph than to triumph in a cause that will ultimately fail." – Woodrow Wilson

APRIL 2023

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MAY 2023

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JUNE 2023

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THIS WEEK

PRIORITY THIS WEEK:

Pine Technical & Community College

MONDAY 22

TUESDAY 23

WEDNESDAY 24

SUNDAY 28	SATURDAY 27	FRIDAY 26	THURSDAY 25

MAY

"Success is never final." – Winston Churchill

APRIL 2023

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MAY 2023

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JUNE 2023

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THIS WEEK

PRIORITY THIS WEEK:

Pine Technical & Community College

29 MONDAY

Memorial Day
Campus Closed - No Classes

30 TUESDAY

31 WEDNESDAY

SUNDAY 4	SATURDAY 3	FRIDAY 2	THURSDAY 1

JUNE

"I haven't failed; I've found 10,000 ways that don't work." – Thomas Edison

MAY 2023

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JUNE 2023

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JULY 2023

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THIS WEEK

PRIORITY THIS WEEK:

Pine Technical & Community College

5 MONDAY

Summer Session Begins

6 TUESDAY

7 WEDNESDAY

SUNDAY	11	SATURDAY	10	FRIDAY	9	THURSDAY	8

JUNE

"You cannot shake hands with a clenched fist." – Indira Gandhi

MAY 2023						
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JUNE 2023						
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JULY 2023						
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THIS WEEK

PRIORITY THIS WEEK:

Pine Technical & Community College

12 MONDAY

13 TUESDAY

14 WEDNESDAY

Flag Day

SUNDAY 18	SATURDAY 17	FRIDAY 16	THURSDAY 15
Father's Day			

JUNE

"You see things, and you say, 'Why?' But I dream things that never were, and I say, 'Why not?'" – George Bernard Shaw

MAY 2023

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JUNE 2023

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JULY 2023

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30	31					

THIS WEEK

PRIORITY THIS WEEK:

Pine Technical & Community College

19 MONDAY

Juneteenth
Campus Closed - No Classes

20 TUESDAY

21 WEDNESDAY

First day of summer

SUNDAY 25	SATURDAY 24	FRIDAY 23	THURSDAY 22

JUNE

"I will prepare, and someday my chance will come." – Abraham Lincoln

MAY 2023

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JUNE 2023

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JULY 2023

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30	31					

THIS WEEK

PRIORITY THIS WEEK:

Pine Technical & Community College

MONDAY 26

TUESDAY 27

WEDNESDAY 28

Eid al-Adha begins at sundown

SUNDAY 2	SATURDAY 1	FRIDAY 30	THURSDAY 29

JULY

"It is never too late to be what you might have been." – George Eliot

JUNE 2023

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JULY 2023

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AUGUST 2023

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THIS WEEK

PRIORITY THIS WEEK:

Pine Technical & Community College

MONDAY 3

TUESDAY 4

Independence Day
Campus Closed - No Classes

WEDNESDAY 5

SUNDAY 9	SATURDAY 8	FRIDAY 7	THURSDAY 6

JULY

"Life shrinks or expands in proportion to one's courage." – Anaïs Nin

JUNE 2023

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JULY 2023

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AUGUST 2023

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THIS WEEK

PRIORITY THIS WEEK:

Pine Technical & Community College

10 MONDAY

11 TUESDAY

12 WEDNESDAY

SUNDAY 16	SATURDAY 15	FRIDAY 14	THURSDAY 13

JULY

"We become brave by doing brave acts." – Aristotle

JUNE 2023						
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JULY 2023						
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AUGUST 2023						
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THIS WEEK

PRIORITY THIS WEEK:

Pine Technical & Community College

MONDAY 17

TUESDAY 18

Muharram begins at sundown

WEDNESDAY 19

SUNDAY 23	SATURDAY 22	FRIDAY 21	THURSDAY 20

JULY

"Never let the fear of striking out get in your way." – George Herman "Babe" Ruth

JUNE 2023						
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JULY 2023						
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AUGUST 2023						
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THIS WEEK

PRIORITY THIS WEEK:

Pine Technical & Community College

24 MONDAY

25 TUESDAY

26 WEDNESDAY

THURSDAY 27

FRIDAY 28

SATURDAY 29

Last Day of Summer Session

SUNDAY 30

AUGUST

"Whoever is happy will make others happy too." – Anne Frank

JULY 2023

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AUGUST 2023

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SEPTEMBER 2023

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THIS WEEK

PRIORITY THIS WEEK:

Pine Technical & Community College

MONDAY 31

TUESDAY 1

WEDNESDAY 2

SUNDAY 6	SATURDAY 5	FRIDAY 4	THURSDAY 3

AUGUST

"People with goals succeed because they know where they're going." – Earl Nightingale

JULY 2023

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AUGUST 2023

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SEPTEMBER 2023

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THIS WEEK

PRIORITY THIS WEEK:

Pine Technical & Community College

MONDAY 7

TUESDAY 8

WEDNESDAY 9

SUNDAY 13	SATURDAY 12	FRIDAY 11	THURSDAY 10

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Pine Technical &
Community College

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