

STUDENT HANDBOOK

2022 - 23

+ Monthly Term Planner

CAREER PATHWAYS



YOUR ROADMAP TO SUCCESS

Guided Pathways help you earn your degree faster. They group similar classes related to your interests so you can more quickly follow a path to graduation and a new career.

We offer one-to-one advising to help you customize your path and support your success.

Whether you've chosen a career or you're still deciding, Pierce College provides easy-to-use tools to help you explore and set career goals. And, if you change your mind along the way, your support network will help you find the career path that's right for you.

PIERCE COLLEGE CAREER PATHWAY AREAS



Arts, Humanities, and Communication

Choose from a broad range of creative careers with the Arts, Humanities, and Communication career pathway. Careers include social media, acting, teaching, graphic design, communications, journalism and art.



Education

Ignite young minds and pursue a fulfilling career in teaching through the Education career pathway. This pathway prepares you to teach in early childhood, elementary, and secondary school settings.



Social and Behavioral Sciences, Public Services

Choose from an array of people-focused careers in the Social and Behavioral Sciences, Public Services pathway, including public service, economics, counseling, social welfare, archeology, research, law enforcement, politics, government and homeland security.



Business

Prepare to thrive in the ever-changing global economy through the Business career pathway. Careers include accounting, management, entrepreneurship, project management and human resources.



Healthcare

Choose from dozens of rewarding careers through the Healthcare career pathway. These high-demand careers include nursing, medicine, dental hygiene, medical coding/billing, veterinary technology, physical therapy, fitness training and allied health fields.



STEM

Stay at the forefront of emerging technologies with a high-demand career through the Science, Technology, Engineering and Mathematics (STEM) career pathway. Careers include biology, chemistry, engineering, mathematics, physics, computer science and astronomy.

EXPLORE CAREER PATHWAYS



Not sure which career path to pursue? Check out the career exploration tools to discover pathways that fit your interests and skills.



Each Career Pathway includes programs of study. The program you choose is your specific focus within the Career Pathway. Programs of study are listed on the Career Pathways web pages and in the college catalog.



A course map is a sequence of courses designed by Pierce College faculty to meet the requirements for each program of study and earn a degree or certificate. Course maps are available in the college catalog and on the Career Pathways web pages.

CREATE A PLAN

You will work one-on-one with an advisor who will help you create customized plans to support your success.



Your Education Plan is your customized schedule of courses and activities needed for graduation. It will keep you informed of your progress towards degree or certificate completion.



A funding plan will help you stay on track paying for college.



A success support plan will help you balance your academic life with issues such as transportation, work scheduling, child care and more.

CONNECT WITH SUPPORT



Throughout your time at Pierce College, you'll be connected with a support network of instructors, academic advisors, financial planning advisors, tutors, and support services, all focused on your academic success.

CONTACT US



Pierce College Fort Steilacoom 253-964-6500
Pierce College Puyallup 253-840-8400
Pierce College at Joint Base Lewis-McChord 253-964-6567
Learn more at www.pierce.ctc.edu/pathways

THIS HANDBOOK BELONGS TO:

STUDENT HANDBOOK

+ Monthly Term Planner

VISION

Possibilities realized:

Innovative and engaged learners enriching our local and global communities.

MISSION

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

CORE THEMES

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

CORE VALUES

- Learning
- Integrity
- Respect
- Accountability
- Sustainability

Cover art

Maeson Sterrenburg
Untitled, 2021

Acrylic on canvas

Maeson Sterrenburg is a Running Start student at Pierce College. He will graduate with his high school diploma and Associate of Arts degree this spring. Next, he plans to study Creative Digital Marketing and Entrepreneurship at a four year university.

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INSTRUCTIONAL DEANS

Applied Technology & Allied Health
Ron May

Arts and Humanities
Holly Smith, Ph.D.

Business and Social Science
Allison Sieving, Ph. D

Library and Learning Resources
Christie Flynn

INSIDE ...

- 1** Pathways
- 4** Professional/Technical list
- 5** Money for College
- 6-14** College Resource Guide
- 14** Technology Login info
- 15-38** Monthly Calendars
- 39-40** Class Schedule Worksheets
- 41-45** Directories and Maps

Natural Sciences
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Pierce College at JBLM Dean of Instruction
Krissy M. Kim

Transitional Education
Lori Griffin

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

2022-23 ACADEMIC CALENDAR

AT A GLANCE

SUMMER TERM

JULY 4	Fourth of July holiday**
JULY 5	Summer term session 1 begins FS/PY JBLM
JULY 28	Last day of instruction (session 1) FS/PY
AUG. 1	Summer term session 2 begins FS/PY
AUG. 24	Last day of instruction FS/PY
AUG. 31	Last day of instruction JBLM

FALL TERM

SEPT. 26	Fall term session 1 begins FS/PY JBLM
OCT. 10	Indigenous People's Day*, JBLM closed**
OCT. 12	Fall term session 2 begins FS/PY JBLM
OCT. 31	No classes*
OCT. 31	Winter registration begins (current students)
NOV. 11	Veterans Day*, JBLM closed**
NOV. 14	Winter registration begins (new students)
NOV. 23	No classes*
NOV. 24-25	Thanksgiving and Native American Heritage Day**
NOV. 30	Last day of instruction (session 1) JBLM
DEC. 9	Last day of instruction (session 1) FS/PY
DEC. 12-14	Final exams FS/PY
DEC. 13	Last day of instruction (session 2) FS/PY JBLM

WINTER TERM

JAN. 4	Winter term session 1 begins FS/PY JBLM
JAN. 16	Martin Luther King, Jr. Day**
JAN. 18	Winter term session 2 begins FS/PY JBLM
JAN. 26	No class*
JAN. 27	No class*
FEB. 6	Spring registration begins (current students)
FEB. 20	Presidents' Day**
FEB. 21	Spring registration begins (new students)
MARCH 10	Last day of instruction (session 1) JBLM
MARCH 20	Last day of instruction (session 1) FS/PY
MARCH 21-23	Final exams FS/PY
MARCH 23	Last day of instruction (session 2) FS/PY JBLM

SPRING TERM

APRIL 3	Spring term session 1 begins FS/PY JBLM
APRIL 17	Spring term session 2 begins FS/PY JBLM
MAY 12	No classes**
MAY 8	Summer/fall registration begins (current students)
MAY 22	Summer/fall registration begins (new students)
MAY 29	Memorial Day**
JUNE 7	Last day of instruction (session 1) JBLM
JUNE 13	Last day of instruction (session 1) FS/PY
JUNE 14-16	Final exams FS/PY
JUNE 16	Last day of instruction (session 2) FS/PY JBLM
JUNE 16	Graduation FS/PY
JUNE 19	Juneteenth holiday**

*No classes, college open **College closed

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

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

PROGRAMS

UNIVERSITY TRANSFER DEGREES

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

Associate in Arts (AA-DTA)

Associate in Science (AS-T)

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

Associate in Biology (DTA/MRP)

Associate in Business (DTA/MRP)

Associate in Construction Management (DTA/MRP)

Associate in Math Education (DTA/MRP)

Associate in Music (DTA/MRP)

Associate in Pre-Nursing (DTA/MRP)

BACHELOR OF APPLIED SCIENCE DEGREES

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

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

BAS in Construction Management** – Students who complete the Associate in Construction Management can seamlessly transition into the Bachelor of Applied Science in Construction Management (BAS CM). The BAS CM provides greater depth into the skills and knowledge needed to gain employment within the construction management field.

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

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

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

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



TRANSITIONAL EDUCATION

Whether you need to finish your high school diploma, take some refresher courses before entering college, or learn English, Pierce College has a program to help you build your educational foundation.

Pierce College Adult Diploma (PCAD)

Basic Education for Adults (BEdA)

English as a Second Language (ESL)

General Education Development (GED)

PROFESSIONAL/TECHNICAL DEGREES

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

ASSOCIATE DEGREES

Administrative Assistant Medical Office
Administrative Office Assistant Associate
Applied Accounting
Applied Business (AAS)
Applied Business (AAS-T)
Associate Degree Nursing (ADN)
Computer Network Engineering
Construction Management
Criminal Justice
Data Management & Analytics
Digital Design
Early Childhood Education (AAS-T)*
Emergency Medical Services (AAS-T)
Fire Services Leadership and Management (FSLM)
Health Information Technology & Analytics
Healthcare
Homeland Security Emergency Management
Kinesiology (AAS-T)*
Medical Billing and Coding
Military Technology and Leadership (AT)
Occupational Safety and Health Technician (AAS-T)^*
Office Management
Paraeducation (AAS-T)
Physical Therapist Assistant^^++
Social Service/Behavioral Health
Veterinary Technology**

CERTIFICATES

Accounting Office Assistant
Accounting Technology
Administrative Assistant Medical Office
Administrative Office Assistant
Application Development & Analytics
Applied Business
Bookkeeping Office Assistant
Business (JBLM)
Business and Data Analytics
Business Technology (IBEST)
Computer Systems Administration
Construction Management
Construction Safety Technician^
Crime Analysis and Investigations
Criminal Justice
Criminal Justice Forensic Technician
Disater Risk Management
Emergency Medical Services
EMT
Entrepreneurship
Explorer/Cadet Pre-Law Enforcement
Fitness Coach
Health Information Technology
Healthcare Emergency Management
Homeland Security Emergency Management
Human Resource Management
I-BEST Nursing Assistant Certified
LPN to RN Bridge
Marketing
Medical Billing and Coding
Microsoft Systems Administrator
Network Infrastructure Specialist
Nursing Assistant - Certified
Paraeducator - Initial Certificate
Paraeducator - State Certificate
Personal Training
Project Management
Project Management Short Certificate
Retail Management
Sales
Small Business Certificate

* Applied Science – Transfer Degree (AAS-T)
** Special admissions procedures apply
^ Collaboration with Edmonds Community College
^^ Collaboration with Whatcom Community

Social Media Marketing
Social Service/Behavioral Health
State Early Childhood Education
State Initial Early Childhood Education
State Short Early Childhood Certificate of Specialization - Administration
State Short Early Childhood Certificate of Specialization - Family Child Care
State Short Early Childhood Certificate of Specialization - General
State Short Early Childhood Certificate of Specialization - Home Visitor/Family Engagement
State Short Early Childhood Certificate of Specialization - Infant Toddler Care
State Short Early Childhood Certificate of Specialization - School Age Care
Supervision and Management
Tribal Homeland Security Emergency Management
UX/UI Design
Virtual Design and Construction for Construction Management

College
+ Collaboration with the Tacoma Fire Department
++ Associate in Science (AS)

MONEY FOR COLLEGE

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

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

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

To apply:

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

Communication of financial aid status will be sent to the student's preferred email address.

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

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

• WORK STUDY
www.pierce.ctc.edu/workstudy
Federal and state work study programs provide part-time employment (on or off campus) to students based on financial need.

SCHOLARSHIPS
253-864-3370
www.pierce.ctc.edu/scholarships
Scholarships are available through the Pierce College Foundation, as well as outside organizations. Eligibility requirements vary, but those applying for Foundation scholarships must be taking at least 10 credits and have a 2.0 or higher GPA.

TUITION INSTALLMENT PLAN (TIP/FIP)
FS: 253-964-6700
PY: 253-840-8405
www.pierce.ctc.edu/tuition-tip
The Tuition Installment Plan (TIP) and the Fee Installment Plan (FIP) are programs that allow you to pay for your education in interest-free installments that make budgeting the costs of your education easier. Payments are made in three installments. (Payments are adjusted depending on the time the plan is started.) There is a nonrefundable enrollment fee of \$25.

VETERANS SERVICES
FS: 253-964-6505
PY: 253-864-3194
www.pierce.ctc.edu/veterans
The VA offers educational benefits programs for veterans, dependents, reservists and National Guard members. Veterans Educational Benefits Offices at FS/PY can assist with applying for and maintaining these benefits.

MILITARY TUITION ASSISTANCE
JBLM: 253-964-6567
www.pierce.ctc.edu/jblm-funding
Military Tuition Assistance is a benefit paid to eligible members of the Army, Navy, Marines, Air Force, and Coast Guard. Each service has its own criteria for eligibility, obligated service, application processes and restrictions. This funding is usually paid directly to the institution by the individual services. Contact your servicing education center to initiate your benefit.

OPPORTUNITY GRANT
FS: 253-964-6705
PY: 253-840-8329
www.pierce.ctc.edu/scholarships-oppggrant
Funding may be available for tuition and fees for approved professional/technical programs. Visit the website for eligible programs and requirements.

FOSTER CARE ALUMNI
FS: 253-964-6577
www.independence.wa.gov
Students age 24 and younger, who were in foster care or were wards of the courts, may be eligible for special scholarship funding.

START NEXT TERM
253-964-6265
www.startnextquarter.org
A free, online survey tool for identifying possible funding sources for those pursuing a professional/technical degree or certificate.

WORKER RETRAINING
253-964-6265
www.pierce.ctc.edu/workforce-worker-retraining
Worker Retraining funds may be available for tuition and books for individuals currently receiving or within the past 48 months have received Unemployment Insurance, dislocated workers, displaced homemakers, recently separated veterans or active duty soon to separate and enrolled in professional/technical programs. See the program website for program qualifications and details.

WORKFIRST
253-912-3617
www.pierce.ctc.edu/workforce-workfirst
Students who receive Temporary Assistance for Needy Families (TANF) and participate in the WorkFirst program may fulfill their work requirement by going to school. Services may include assistance with tuition and books, as well as qualifying for DSHS subsidized childcare.

BFET-BASIC FOOD, EMPLOYMENT AND TRAINING
253-964-6264
www.pierce.ctc.edu/workforce-bfet
Students who receive SNAP (Supplemental Nutrition Assistance Program) food assistance may qualify for DSHS-subsidized childcare. They can also count school as a work activity in order to maintain food assistance eligibility.

RESOURCE GUIDE

ACCESS AND DISABILITY SERVICES
FS: 253-964-6468 | CAS 300, Welcome Center
PY: 253-964-6468 | ADM 106, Student Success
JBLM: 253-964-6468
ads@pierce.ctc.edu

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

ADVISING
FS: 253-964-6705 | CAS 300, Welcome Center
PY: 253-840-8431 | ADM 106, Student Success Center
FS/PY: *www.pierce.ctc.edu/advising*
JBLM: 253-964-6567 *www.pierce.ctc.edu/jblm-advising*

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

ATHLETICS
FS: 253-964-6613 | HEF
PY: 253-864-3316 | HEP
www.pierceraiders.com

Raider Athletics fields intercollegiate teams that participate in the highly competitive Northwest Athletic Conference (NWAC), which is composed of 36 regional members in Washington, Oregon, Idaho and British Columbia.



The Raiders field teams for women in basketball, cross country, soccer, softball, and volleyball; and for men in baseball, basketball, and soccer. Pierce College Fort Steilacoom serves as home for the baseball, men's and women's basketball, women's cross country, and volleyball teams. Pierce College Puyallup is home to the men's and women's soccer and women's softball programs. Intercollegiate athletic participation is open to any full-time student (enrolled in 12 or more credits) who has completed high school and is attending any of the district's campuses. Students interested in trying out for one of these teams are advised to contact the Athletic department at Fort Steilacoom or Puyallup. Admission to all Raider

Athletic events is free for students with a current student ID card. Schedule information may be obtained at the Health Education Centers at the Fort Steilacoom and Puyallup colleges, or online at www.pierceraiders.com. Pierce College also provides opportunities for students wanting to show their school spirit on the Raider Cheer Squad and Raider Mascot Team. For additional information, contact the district Athletics department.

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

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

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

BOOKSTORES
FS: 253-964-6508 | CAS 390
PY: 253-840-8411 | CTR 240
www.pierce.ctc.edu/bookstores

Bookstores at both colleges carry textbooks, school supplies, calculators, snacks, drinks, and personal care, as well as an assortment of spirit items, including clothing. The bookstores gladly offer refunds and exchanges on textbooks (with receipt and in the condition sold) returned within the first week of the current term.

■ RENTALS
Rentals are one of several cost-saving options offered to students. Customers can rent select textbooks in store or online at between 35-80% of the new book selling price. Students simply rent the book through our store website or in store and then check-in the book at the end of the term, either in person, or via USPS or UPS, at student expense. There are no dropboxes available on either campus.

■ USED BOOK BUY BACK
A book buy back service is offered for students who do not wish to keep their textbooks. The value of a book is determined by the demand for that title nationally. Students can receive up to half the current value, depending on the time of the term. The bookstore does buyback on a daily basis, but the best time is during the last 2-3 weeks of each term.

CHILD DEVELOPMENT CENTERS
FS: 253-912-3680 | MILGARD CHILD DEVELOPMENT CENTER
PY: 253-864-3302 | GARNERO CHILD DEVELOPMENT CENTER
www.pierce.ctc.edu/child-centers | children@pierce.ctc.edu

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

CLUBS AND ORGANIZATIONS
FS: 253-912-3659 | CAS 418, Student Life Office
studentlifefs@pierce.ctc.edu
PY: 253-840-8487 | CTR 210, Student Life Office
studentlifepy@pierce.ctc.edu, districtstudentlife@pierce.ctc.edu
www.pierce.ctc.edu/student-programs

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

COMMUNITY & CONTINUING EDUCATION (CCE)
253-840-8452
www.PierceCE.com

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

COMPUTER LABS
FS: 253-964-6310 | OLY 301
PY: 253-840-8437 | CTR 272
STAT@pierce.ctc.edu, www.pierce.ctc.edu/computer-labs
Canvas: https://pierce.instructure.com/courses/1664048
Student Technology Assistance Team:
www.pierce.ctc.edu/computer-labs-stat

Pierce College computer labs are equipped with up-to-date computers, printers, Cricut machines, 3D printers, and scanners. Wi-Fi and study space is available for personal device use. Knowledgeable staff is available during all open hours to assist students in building computer skills and completing coursework, along with help accessing Wi-Fi, email, Canvas, and other college resources. STAT also provides online assistance through Canvas, which includes a staffed Zoom room, access to tutorials on frequently asked questions, and more student resources.

COUNSELING SERVICES

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

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

DENTAL HYGIENE CLINIC

FS: 253-964-6694 | Glacier Building, second floor

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

WHO WE SERVE: Everyone! All ages from 4 years old and up.

WHO PERFORMS THE SERVICES & WHAT SERVICES are OFFERED?

Dental hygiene students perform all services in our new, state of the art Dental Clinic under the expert supervision and guidance of licensed, professional dental hygienists and dentists. Services include oral health assessments, dental x-rays, preventive and desensitizing services, non-surgical periodontal services, sealants, limited restorative (tooth-colored and silver fillings), and fluoride treatments. Local anesthesia (numbing) and nitrous oxide (laughing gas) are available.

HOW DOES A TEACHING CLINIC WORK? Your first appointment is a one-hour, free, limited oral health assessment to determine whether your oral health treatment needs can be serviced in our clinic. Please note that as a teaching clinic, appointments typically last up to four hours in length, and it may take several appointments to complete your treatment. Patients must be able and willing to make this time commitment.

FEES? We are a fee-at-time-of-service clinic, and accept Washington State Healthcare Authority (WSHC) Coverage for dental care - Apple Health/Medicaid. Our regular fees are approximately 80-90% less than private dental offices. Additionally, we offer special discounts to current Pierce College Students and Military (veterans, active-duty and their dependents) for select preventive and non-surgical periodontal services. For other dental insurance coverages, please contact your insurance company to see if they will reimburse you since payment is required at time of service.

HOURS OF OPERATION? The dental hygiene clinic is open when the college is in session and classes are scheduled.

HOW TO SCHEDULE? Please call 253-964-6694. Or, you may send us a message at: <https://form.jotform.com/220266939015153>

IMPORTANT NOTICE: We are not an emergency dental clinic. If you have dental/oral pain or a dental emergency, please contact the Pierce County Dental Society at 253-274-9744 for a referral.

DESIGN STUDIOS

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

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

EDI CARES

253-912-2264, District Office
FS: CAS 301 | Student Life, CAS 418
PY: ADM 106 | Student Life, CTR 210
www.pierce.ctc.edu/edi

 @PierceCollegeEDICARES  @edicarespiercecollege

The EDI CARES (Equity, Diversity and Inclusion, College Access, Retention, and Engagement Services) office is a brave space focused on empowering all Pierce College students to achieve their academic, professional, and life goals. We provide one-to-one personalized coaching and mentorship, degree and educational planning, assistance with navigating college life, financial aid, scholarships, as well as student life events, activities and leadership opportunities.

The programs included in EDI CARES are:

- ASPIRE- ASPIRE aims to improve enrollment, retention and completion rates of underrepresented Asian American, Pacific Islander and low-income students.
- LSAMP: This program aims to serve students pursuing a degree in science, technology, engineering and mathematics (STEM) career pathways whom are from historically underrepresented backgrounds such as: African Americans, Hispanic Americans, American Indians, Alaska Natives, Native Hawaiians, and Native Pacific Islanders. Students engage in research, STEM leadership development, college campus visits, receive mentoring and university transfer planning.
- TRiO Student Support Services- The TRiO programs at Pierce College Fort Steilacoom provides extra support and assist students in transferring to four-year colleges or universities.
- Student Life and Engagement, Student Government, student activities and clubs.
- Our cultural affinity programs include LINK (Legacy of Indigenous Native Knowledge), James Baldwin's Scholars: Black/African and African American, LATINE/LATINX , and LGBTQIA+/Queer people of color.

Please fill out this interest form to begin the entry process into EDI CARES: bit.ly/edicaresapp

eLEARNING

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

eLearning is here to support students and faculty with educational technology to empower you to be successful in your learning. Pierce online learning provides courses that use the web to enable innovative and quality educational experiences. Pierce online learning represents the college's dedication to enriching and expanding access to higher education.

Types of eLearning classes:

- Online Courses** – Class is completed entirely online. Instruction will be in the Canvas virtual environment. Class time is flexible. Plan to be on-line approximately 15 hours per week.
- Hybrid Courses** – Hybrid classes combine scheduled, synchronous instructional time (meeting together during the same time, either online or in a classroom) with asynchronous online instruction in Canvas.
- Web Enhanced Courses** – Web enhanced classes are face to face, but use Canvas to support and enhance learning opportunities.

FINE ARTS GALLERY

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

Both Pierce College Fort Steilacoom and Puyallup fine arts galleries offer termly exhibits by professional artists of regional and national stature. Additional exhibits include the annual Pierce College Art Faculty Show and Pierce College Student Art Competition. Admission is always free. The Fort

Steilacoom Fine Arts Gallery is located on the second floor of Olympic South Building. The Puyallup Fine Arts Gallery is located in the lobby of the Arts and Allied Health Building.

FITNESS FACILITIES/RECREATION

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

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

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

FOOD SERVICES

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

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

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

GET HELP - Pierce Advocacy and Resource Connections (PARC)

www.pierce.ctc.edu/help

Do you need housing right now? Do you need assistance with food? Do you need emergency gas money? The PARC website can help you find online assistance with food, housing, financial aid, employment, counseling and other resources. Resources include external and internal community partners.

HEALTH AND WELLNESS

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

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

ID CARDS

FS: 253-912-3659 | CAS 418, Student Life Office
studentlifefs@pierce.ctc.edu
PY: 253-840-8487 | CTR 210, Student Life Office
studentlifepy@pierce.ctc.edu, districtstudentlife@pierce.ctc.edu

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

JOB AND CAREER CONNECTIONS

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

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

LIBRARY

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

The libraries at both colleges include resources in a variety of formats, including over 100,000 books in print, 118,000 e-books, 8,000 current periodicals available through online databases, newspapers, DVDs, and much more. Chromebooks, Wi-Fi hotspots, cameras, calculators and other media equipment can be borrowed, too. Primo, the library's online catalog, provides access to the library's collection of books and DVDs at both colleges as well as online articles, e-books, and streaming films. Materials can also be accessed from other libraries through interlibrary loan. Access to the library's catalog and online databases is available 24/7 through the library's website and is available from on and off campus. Personal research assistance from a Pierce College librarian is available at the reference desk, via phone, or via email during most library hours. Students may also connect with a librarian 24/7 through a chat service embedded in the Primo search and on the libraries' Canvas page. Librarians teach classroom sessions on research strategies; these can be arranged by your professors. Writing assistance is conveniently located within each library. A variety of study spaces are available for individual and small group work, which include family friendly areas and locations for silent study.

MUSIC PERFORMANCE GROUPS

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

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

PUBLIC TRANSPORTATION

www.piercetransit.org

Pierce Transit bus routes 212 and 214 serve Pierce College Fort Steilacoom. Route 410 serves Pierce College Puyallup. Students interested in carpooling are encouraged to register with Pierce Transit's free, computerized ride-matching service at rideshareonline.com. It's a simple, easy and secure way to find a rideshare partner. With this easy to use ridematch tool, you'll be put in touch with other smart carpoolers. Bus route schedules are available at the Student Life and registration offices at Puyallup and the Student Life

office at Fort Steilacoom. For additional information on special rate passes, Regional Reduced Fare Permits, and other route and schedule information, contact Pierce Transit Headquarters at 253-581-8000.

SAFETY/SECURITY OFFICES

FS: 253-444-0325 | CAS 311
PY: 253-444-0325 | ADM 117
www.pierce.ctc.edu/campus-safety

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

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

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

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

Courtesy services provided by campus safety include:

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

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

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

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

SCIENCE DOME

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

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

STUDENT ACTIVITIES

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

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

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

STUDENT EMAIL

www.pierce.ctc.edu/student-email

As a Pierce College student, you will be provided a college email address, used to access Office 365, printing resources and other electronic resources. Student email accounts can be set up at Student Email | Pierce College District (ctc.edu) (www.pierce.ctc.edu/student-email). All official communication is sent to a student's preferred email account as indicated in ctcLink, so it is important to keep that email address up to date. *The preferred email account can be updated on the Student Homepage under the Profile tile.*

STUDENT GOVERNMENT

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

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

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

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

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

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

STUDENT PUBLICATIONS

■ THE PIONEER
FS: 253-964-6604 | CAS 323
studentlifefs@pierce.ctc.edu | piercepioneernews.com
[f/piercepioneernews](https://www.facebook.com/piercepioneernews) [ig@piercepioneernews](https://www.instagram.com/piercepioneernews)

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

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

■ THE PUYALLUP POST
PY: 253-840-8496 | CTR 218
studentlifepy@pierce.ctc.edu | www.puyalluppost.com
[f/thepuyalluppost](https://www.facebook.com/thepuyalluppost) [t@puyalluppost](https://www.twitter.com/puyalluppost) [ig@puyalluppost](https://www.instagram.com/puyalluppost)

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

■ SLAM: STUDENT LITERARY AND ARTS MAGAZINE

FS: 253-864-3168, studentlifefs@pierce.ctc.edu
PY: 253-864-3168, studentlifepy@pierce.ctc.edu

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

SUPPLEMENTAL INSTRUCTION

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

Supplemental Instruction is a peer-facilitated study program where a tutor or mentor is embedded directly into the course in order to offer more comprehensive support that is personalized to the students. The informal study sessions are facilitated by Supplemental Instruction (SI) Tutors, who are proficient in the subject area and trained to maximize learning, empowering students to achieve academic success and attain their goals. SI study sessions integrate content and learning skills in a collaborative learning environment that promotes active learning, student-to-student engagement, and concept mastery as students work together on learning activities, comparing notes, discussing concepts and developing effective study strategies.

TUTORING AND MENTORING

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

Peer Academic Support Services provide students with an inclusive learning community environment where they can work with their peers, classmates, and knowledgeable tutors to maximize their academic potential. Students may choose from subject-specific peer-led study groups, general drop-in tutoring, peer mentoring appointments, embedded tutoring (available mainly in key STEM courses), online e-tutoring, and study skills workshops. The centers are open six days a week, all services are free, and every attempt is made to accommodate each student's request as staffing and availability allows. Students wishing to become tutors often have a grade point average of 3.0 and instructor recommendations for any subjects they will tutor.

Students wishing to become mentors often have lived experiences that give them valuable perspectives to share and a heart for services with a desire to help others. Tutoring and Mentoring positions are paid positions and do not require work-study eligibility. Paid training and professional development is provided.

THEATRE/FILM PRODUCTIONS

FS: 253-964-6659 | CAS 320
PY: 253-840-8396 | AAH 110
Purchase tickets online at PierceCollegeEvents.com

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

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

VETERANS RESOURCE CENTER

FS: 253-964-6364 | CAS 425
PY: ADM 106
www.pierce.ctc.edu/veterans-resource-center

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

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



VETERANS SERVICES

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

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

VOTER REGISTRATION

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

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

WRITING CENTER

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

Writing Center tutors help guide students through all stages of the writing process and with all writing tasks for any class, as well as for college application essays and resumes. They can assist students with brainstorming, structuring, referencing, editing, grammar, formatting, and any other writing concern.

Students can book 30- or 60-minute appointments on our online booking system for either on-campus or online writing consultations with a tutor.

The Writing Centers are located inside the library on the Fort Steilacoom and Puyallup campuses and are open Monday through Friday. We are also available Monday through Friday and Sundays for online live consultations and written feedback consultations.

We are always looking to hear from students who are interested in becoming a trained writing tutor and joining our Writing Center family! You should be a confident writer who has an interest in helping others become better writers, and have successfully completed English 101.

COLLEGE POLICIES

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

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

www.pierce.ctc.edu/ferpa

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

STUDENT RIGHT TO PRIVACY

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

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

STUDENT RIGHT-TO-KNOW

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

STUDENT RIGHTS AND RESPONSIBILITIES/CODE OF CONDUCT

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

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

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

The student's success is dependent on the district fostering a positive

district-wide climate that supports learning, communication, recognition and collaboration among a diverse faculty, staff and student body.

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

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

PREFERRED NAMES

www.pierce.ctc.edu/preferred-name

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

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

EVALUATIONS

FS/PY: 253-964-6678 | CAS 309 | evaluations@pierce.ctc.edu
JBLM: 253-253-964-6567 | JBLMadvising@pierce.ctc.edu
www.pierce.ctc.edu/evaluations

Official transcripts are evaluated to determine which credits will apply to the program of study you intend to pursue at Pierce College. Credits earned at institutions accredited by their regional accrediting association may be accepted. Please submit official transcripts to the Evaluations Office.

DEGREE AND CERTIFICATE COMPLETION

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

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

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



GRADUATION

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

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

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

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

ACADEMIC HONORS

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

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

GRADUATION WITH HONORS

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

ACADEMIC STANDARDS

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

GRADING SYSTEM AND POLICY

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

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

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

GRADE SYMBOLS

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

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

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

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

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

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

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

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

GRADE POINT AVERAGE (GPA)

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

EXAMPLE

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

Total 18 credits 53.9 grade points

53.9 grade points divided by 18.0 credits = 2.99 GPA

GRADE CHANGES

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

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

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

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

PASS/NO PASS

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

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

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

REPEATING A COURSE

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

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

AUDITING A COURSE

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

RESOLVING COMPLAINTS, PROBLEMS, APPEALS, AND GRIEVANCES

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

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

DISCRIMINATION AND HARASSMENT POLICY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

DRUG AND ALCOHOL POLICY

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

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

PARKING REGULATIONS

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

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

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

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

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

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

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

POSTING PROCEDURE/BULLETIN BOARDS

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

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

RECYCLING AND WASTE REDUCTION

FS: 253-864-3276
PY: 253-840-8364
Pierce College actively encourages waste reduction and recycling. The college recycles white paper, mixed paper, newsprint, magazines, computer paper, cardboard and Styrofoam. Aluminum collection bins are located throughout the colleges, and food service areas have bins for sorting plastics, aluminum and paper and food wastes. Students who would like to become more involved in Pierce's recycling program, particularly as it applies to students, are advised to call one of the numbers listed above.

SMOKING POLICY

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

TECHNOLOGY LOGIN

Please check our website for the most up-to-date login information.

CTCLINK

pierce.ctc.edu/ctclink
Refer to pierce.ctc.edu/ctclink-students for additional resources and tutorials.

STUDENT EMAIL/OFFICE 365

www.pierce.ctc.edu/student-email

MYPIERCE (STUDENT PORTAL)

www.my.pierce.ctc.edu/WebApps/MyPierce

PRINTING AND WIRELESS INTERNET

WiFi Access: Choose network titled "Pierce WiFi"

Username: First letter of first name + last name + last 4 digits of ctcLink ID

Password: PCD! + birthdate YYYYMMDD (example: PCD!19980523; 19980523= May 23, 1998)

CANVAS

www.pierce.ctc.edu/canvas

STARFISH

www.pierce.ctc.edu/starfish

TECHNICAL ASSISTANCE

■ STUDENT TECHNOLOGY ASSISTANCE TEAM (STAT)
FS: 253-964-6310 | OLY 301
PY: 253-840-8437 | CTR 272
STAT@pierce.ctc.edu
www.pierce.ctc.edu/computer-labs

■ CANVAS
FS: 253-964-6244 | CAS 322
elearning@pierce.ctc.edu

■ IT HELPDESK
FS: 253-964-6373
helpdesk@pierce.ctc.edu
Monday through Friday, 8 a.m. - 5 p.m. (summer hours may vary).

■ JBLM CANVAS SUPPORT:
JBLM: 253-912-2250
canvas-help@pierce.ctc.edu

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Bullying Prevention Month Filipino–American Heritage Month Global Diversity Awareness Month LGBT History Month Italian American Heritage Month National Disability Employment Awareness Month Polish–American Heritage Month					1	2
3	4 <i>Independence Day</i> COLLEGE CLOSED	5 SUMMER TERM BEGINS	6	7	8	9
10	11	12	13	14 <i>International Non-Binary People's Day</i>	15	16
17	18 <i>Nelson Mandela Day</i>	19	20	21	22	23
24	25	26 <i>Americans with Disabilities Act Day</i>	27	28 Last day of instruction, session 1 FS/PY	29	30
31						

JUNE 2022						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

AUGUST 2022						
S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOTES:

Cultural Calendar Language

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

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Instruction begins, summer term session 2 FS/PY	2	3	4	5	6
7	8	9 International Day of the World's Indigenous People	10	11	12	13 Black Women's Equal Pay Day
14	15	16	17	18	19 World Humanitarian Day	20
21 Senior Citizens Day	22	23 International Day for the Remembrance of the Slave Trade and its Abolition	24 Last day of instruction, summer term session 2 FS/PY	25	26 Women's Equality Day	27
28	29	30	31 Last day of instruction, summer term session 1 JBLM			

JULY 2022						
S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER 2022						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

NOTES:

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5 Labor Day COLLEGE CLOSED	6	7	8 International Literacy Day	9	10
11	12	13	14	15	16	17
18	19	20	21 International Day of Peace NO CLASSES OR STUDENT SERVICES All District Fall Employee Welcome	22 Equinox First day of fall	23 Bi Visibility Day	24
25	26 FALL TERM SESSION 1 BEGINS FS/PY JBLM Student Life Fall Welcome Days Activities and college resources available	27	28	29	30	

AUGUST 2022						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

OCTOBER 2022						
S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOTES:

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Bullying Prevention Month Filipino–American Heritage Month Global Diversity Awareness Month LGBT History Month Italian American Heritage Month National Disability Employment Awareness Month Polish–American Heritage Month					Native American Women's Equal Pay Day	1
2 <i>International Day of Non–Violence</i>	3	4	5 <i>Yom Kippur World Teacher's Day</i>	6	7	8
9	10 <i>National Indigenous Peoples Day</i> <i>World Mental Health Day</i> COLLEGE CLOSED, JBLM ONLY	11 <i>National Coming out Day</i>	12 FALL TERM SESSION 2 BEGINS FS/PY JBLM	13	14	15
16	17	18	19 <i>International Pronouns Day</i>	20	21 <i>Latinx Women's Equal Pay Day</i>	22
23	24	25	26	27	28	29
30	31 <i>Halloween</i> NO CLASSES Winter registration begins (current students)					

*This day varies if the class does not follow the regular college calendar.

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

NOVEMBER 2022						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

NOTES:



Do you need money for school?
It's time to apply for financial aid. Complete your 2023-24 financial aid application starting Oct. 1.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
National American Indian and Alaska Native Heritage Month		1	2	3	4	5
6 Daylight Saving Time Ends	7	8 Election Day	9	10	11 Veterans Day Native American Women's Equal Pay Day National Coming Out Day NO CLASSES COLLEGE OPEN	12
13	14 Winter registration begins (new students)	15	16	17	18	19 World Mental Health Day
20	21	22	23 NO CLASSES, COLLEGE OPEN Faculty Research and Planning Day (RPD)	24 Thanksgiving COLLEGE CLOSED	25 National Indigenous Peoples Day International Day for the Elimination of Violence Against Women COLLEGE CLOSED	26
27	28	29	30 Last day of instruction fall term session 1 			

OCTOBER 2022						
S	M	T	W	T	F	S
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9	10	11	12	13	14	15
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30	31					

DECEMBER 2022						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOTES:



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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 World AIDS Day	2	3 International Day for People with Disability
4	5	6	7 Pearl Harbor Remembrance Day	8	9 Last day of instruction fall term session 1 FS/PY	10 International Human Rights Day
11	12 Final Exams fall term session 2 FS/PY	13 Final Exams fall term session 2 FS/PY Last day of instruction fall term session 2 FS/PY JBLM	14 Final Exams fall term session 2 FS/PY	15	16	17
18 Hanukkah begins	19	20	21 Solstice First day of winter	22	23 COLLEGE CLOSED	24 Christmas Eve
25 Christmas Day	26 Hanukkah ends Kwanzaa begins COLLEGE CLOSED	27	28	29	30	31 New Year's Eve

NOVEMBER 2022

S	M	T	W	T	F	S
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JANUARY 2023

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22	23	24	25	26	27	28
29	30	31				

NOTES:

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 New Year's Day Kwanzaa ends	2	3	4 World Braille Day WINTER TERM SESSION 1 BEGINS FS/PY JBLM Student Life Welcome Days: Activities and college resources available	5	6	7
8	9	10	11	12	13	14
15 World Religion Day	16 Martin Luther King, Jr. Day COLLEGE CLOSED	17	18 WINTER TERM SESSION 2 BEGINS FS/PY JBLM	19	20	21
22 Lunar New Year	23	24	25	26 NO CLASSES, COLLEGE OPEN Faculty Assessment Day	27 World Holocaust Victims Remembrance Day NO CLASSES, COLLEGE OPEN All District In-service Day	28
29	30	31	National Slavery and Human Trafficking Prevention Month			

DECEMBER 2022						
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FEBRUARY 2023						
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19	20	21	22	23	24	25
26	27	28				

NOTES:



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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 First Day of Black History Month National Freedom Day	2	3 National Women Physician's Day	4
5	6 Spring registration begins (current students)	7	8	9	10	11 International Day of Women and Girls in Science
12	13	14 Valentine's Day	15	16	17	18
19	20 Presidents' Day World Day of Social Justice COLLEGE CLOSED	21 Spring registration begins (new students)	22 Ash Wednesday	23	24	25
26	27	28				

JANUARY 2023

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MARCH 2023

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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOTES:



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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Brain Injury Awareness Month Developmental Disabilities Awareness Month Deaf History Month: March 13 – April 15 Ethnic Equality Month Gender Equality Month Greek–American Heritage Month Irish–American Heritage Month National Multiple Sclerosis Education and Awareness Month Ramadan: March 22 – April 21			1	2	3	4
5	6	7	8International Women's Day	9	10 Last day of instruction winter term session 1JBLM	11
12Daylight Saving Time Begins	13	14Pi Day	15	16	17St. Patrick's Day	18
19	20EquinoxFirst day of spring Last day of instruction winter term session 1FS/PY	21International Day for the Elimination of Racial Discrimination Final Exams fall term session 2FS/PY	22 Final Exams fall term session 2FS/PY	23 Last day of instruction winter term session 2FS/PYJBLM	24	25
26	27	28	29	30	31	

FEBRUARY 2023						
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26	27	28				

APRIL 2023						
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NOTES:

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Arab–American Heritage Month Celebrate Diversity Month Community Service Month Deaf History Month: March 13 – April 15 Earth Month Genocide Awareness Month National Poetry Month Ramadan: March 22 – April 21						1
2 Palm Sunday Passover starts World Autism Awareness Day	3 SPRING TERM SESSION 1 BEGINS FS/PY JBLM Student Life Welcome Days Activities and college resources available	4	5	6	7 Good Friday	8
9 Easter, Passover ends	10	11	12	13	14 National Day of Silence	15
16 Emancipation Day	17 SPRING TERM SESSION 2 BEGINS FS/PY JBLM	18	19	20	21	22 Earth Day
23	24	25	26	27	28	29
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MARCH 2023

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MAY 2023

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28	29	30	31			

NOTES:

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4National Day of Prayer	5Cinco de Mayo	6
7	8 Spring registration begins (current students)	9	10	11	12 NO CLASSES District In-service Day	13
14Mother's Day	15	16	17	18	19	20Armed Forces Day
21World Day for Cultural Diversity for Dialogue and Development	22International Day Against Homophobia, Transphobia and Biphobia Spring registration begins (new students)	23	24	25	26	27
28	29Memorial Day COLLEGE CLOSED	30	31	Haitian Heritage Month Indian Heritage Month Jewish–American Heritage Month National Asian American and Pacific Islander Heritage Month National Mental Health Month Older Americans Month		

APRIL 2023						
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JUNE 2023						
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

NOTES:



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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AIDS Awareness Month Black Music Month Immigrant Heritage Month LGBTQ Pride Month National Caribbean American Heritage Month PTSD Awareness Month				1	2	3
4	5 <i>World Environment Day</i>	6	7 Last day of instruction spring term session 1 JBLM	8	9	10
11	12	13 Last day of instruction spring term session 1 FS/PY	14 <i>Flag Day</i> Final Exams fall term session 2 FS/PY	15 Final Exams fall term session 2 FS/PY	16 GRADUATION Final Exams fall term session 2 FS/PY Last day of instruction spring term session 2 FS/PY JBLM	17
18 <i>Father's Day</i>	19 <i>Juneteenth</i> COLLEGE CLOSED	20 <i>World Refugee Day</i>	21 <i>Summer Solstice begins</i>	22	23	24
25	26	27	28	29	30	

MAY 2023						
S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JULY 2023						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOTES:

CLASS SCHEDULE WORKSHEET

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
7 AM						
8 AM						
9 AM						
10 AM						
11 AM						
12 PM						
1 PM						
2 PM						
3 PM						
4 PM						
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7 PM						
8 PM						
9 PM						
10 PM						

NOTES:

CLASS SCHEDULE WORKSHEET

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
7 AM						
8 AM						
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11 AM						
12 PM						
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NOTES:

CLASS SCHEDULE WORKSHEET

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
7 AM						
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12 PM						
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NOTES:

CLASS SCHEDULE WORKSHEET

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
7 AM						
8 AM						
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11 AM						
12 PM						
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NOTES:

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

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

FOR INFORMATION ON ...	GO TO ...	ROOM	PHONE
Health and Wellness	Student Life	CAS 418	912-3659
High School Completion	Welcome Center	CAS 300	964-6657
Information (General)			964-6500
Instruction Office	Learning/Student Success	CAS 378	912-2356
International Programs	Cascade Building	CAS 509	964-6229
Jobs	Job Connections	CAS 300	964-6265
Library	Cascade Level 4	CAS 420	964-6547
Lost & Found	Safety/Security Office	CAS 311	444-0325
Music	Olympic Building	OLY 288	864-3324
New Student Advising	Welcome Center	CAS 300	964-6705
Parking Permits	Safety/Security Office	CAS 311	444-0325
Pay Fees/Loans/Fines	Cashier's Office	CAS 305	964-6700
Pioneer, The (<i>student newspaper</i>)	Cascade Level 3	CAS 323	964-6604
President's Office	Cascade Level 3	CAS 373	964-6533
Program Requirements	Welcome Center	CAS 300	964-6705
Registration/Records	Registration Office	CAS 303	964-6615
Residency (for tuition paying)	Admissions/WC	CAS 300	964-6501
Running Start	Welcome Center	CAS 300	964-6520
Safety/Security Offices	Cascade Building	CAS 311	444-0325
Scholarship Information	Financial Aid	CAS 300	964-6544
Science Dome	Rainier Building	RAI 263	964-6440
Student Activities	Student Life Office	CAS 418	912-3659
Student Center	Student Life Office	CAS 418	912-3659
Student Government	Student Life Office	CAS 418	912-3659
Student Grievances	Learning/Student Success	CAS 380	964-6581
Student ID Cards	Student Life Office	CAS 418	912-3659
Student Life	Student Life Office	CAS 418	912-3659
Supplemental Instruction	Tutoring	CAS 504	964-6737
Testing Services	Welcome Center	CAS 300	964-6521
Transcript Requests	Registration Office	CAS 303	964-6615
Transfer Information	Welcome Center	CAS 300	964-6705
TRIO Student Support Services	Welcome Center	CAS 300	912-3644
Tuition	Cashier's Office	CAS 305	964-6700
Tutoring	Tutoring Center	CAS 504	964-6737
Veterans Resource Center	Cascade Level 4	CAS 425	964-6364
Veterans Services Office	Welcome Center	CAS 310	964-6505
Workforce	Welcome Center	CAS 300	964-6265
Work Study	Financial Aid	CAS 300	964-6544
Writing Center	Library	CAS 403	964-6252

**PIERCE
COLLEGE**
possibilities. realized.

PIERCE COLLEGE
possibilities. realized.

IN CASE OF FIRE OR MEDICAL EMERGENCY CALL: 911

Legend:

- General parking
- Disability entrances and parking
- Smoking Shelter
- Emergency telephone (contact with Campus Safety)
- Carpool Parking
- Animal Relief Station (only service animals allowed in buildings)

Map Labels:

- Streets:** To I-5 via Steilacoom Blvd., To I-5 via Washington Blvd., Farwest Drive SW, ONE WAY, FIRE LANE, NO PARKING.
- Entrances:** North Entrance, South Entrance, Entrance.
- Buildings:** Sunrise SNR, Olympic OLY, ECE, Cascade CAS, Dental Clinic, Health Education HEF, Milgard Family Child Dev. Center, International House, Rainier RAI, Oppelt Student Center, Bookstore, Loading Dock, Maintenance Yard, Animal Barn.
- Parking Areas:** Employee, Visitor, Guest Parking, ADS Parking, Employee, Dental Patient, Parking, Child Care Parking, P-12, D.
- Other:** Drop Off, Bus Stop, Dog.

Updated 04-12-18

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

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

FOR INFORMATION ON ...	GO TO ...	ROOM	PHONE
Grades	Registration/Records	ADM 115	840-8413
Graduation (evals, apps & info)	Evaluations, Fort Steilacoom	CAS 309	964-6678
High School Completion	Student Success Center	ADM 106	840-8463
Information (General)	Registration Office	ADM 119	840-8413
International Programs	Fort Steilacoom, Cascade Bldg.	CAS 509	964-6229
Jobs	Job Connections	ADM 106	964-6265
Library	Library	LSC 212	840-8300
Lost & Found	Campus Safety	ADM 117	444-0325
Music	Arts and Allied Health Bldg.	AAH 202	864-3324
New Student Advising	Student Success Center	ADM 106	840-8431
Parking Permits	Campus Safety	ADM 117	444-0325
Pay Fees, Loans, Fines	Cashier's Office	ADM 118B	840-8405
President's Office	Gaspard Building	ADM 100	840-8421
Program Requirements	Student Success Center	ADM 106	840-8431
Puyallup Post (<i>student newspaper</i>)	College Center	CTR 218	840-8496
Registration/Records	Registration Office	ADM 115	840-8413
Residency (for tuition paying)	Gaspard Building	ADM 115	964-6501
Running Start	Student Success Center	ADM 106	840-8431
Safety/Security Offices	Campus Safety	ADM 117	444-0325
Scholarship Information	Financial Aid Office	ADM 119	964-6544
Student Activities	Student Life	CTR 210	840-8487
Student Government	Student Life	CTR 210	840-8487
Student Grievances	Learning/Student Success	ADM 120A	840-8403
Student ID Cards	Student Life	CTR 210	840-8487
Student Life	Student Life	CTR 210	840-8487
Supplemental Instruction	Tutoring Center	CTR 170	912-3637
Testing/Placement	Student Success Center	ADM 106	840-8343
Transcript Requests	Registration Office	ADM 115	840-8413
Transfer Information	Student Success Center	ADM 106	840-8431
Tuition	Cashier's Office	ADM 118B	840-8405
Tutoring	Tutoring Center	CTR 170	864-3258
Veterans Services	Veterans Services Office	ADM 115	864-3194
Workforce	Student Success Center	ADM 106	964-6265
Work Study	Financial Aid Office	ADM 119	964-6544
Writing Center	Library	LSC 207	864-3378

[illegible]

West Entrance

Health Education Center HEP

Arts & Allied Health AAH

College Center CTR

Brouillet Library/Science LSC

Gaspard Administration ADM

Garnero Child Development Center CDP

Puyallup 911 Com. Center

Maintenance Shop

District Mar-Com

Employee Parking

Visitor Parking

IN CASE OF FIRE OR MEDICAL EMERGENCY CALL: 911

Fire Lane

One Way

39th Ave. S. E.

College Way

I-5

PIERCE COLLEGE

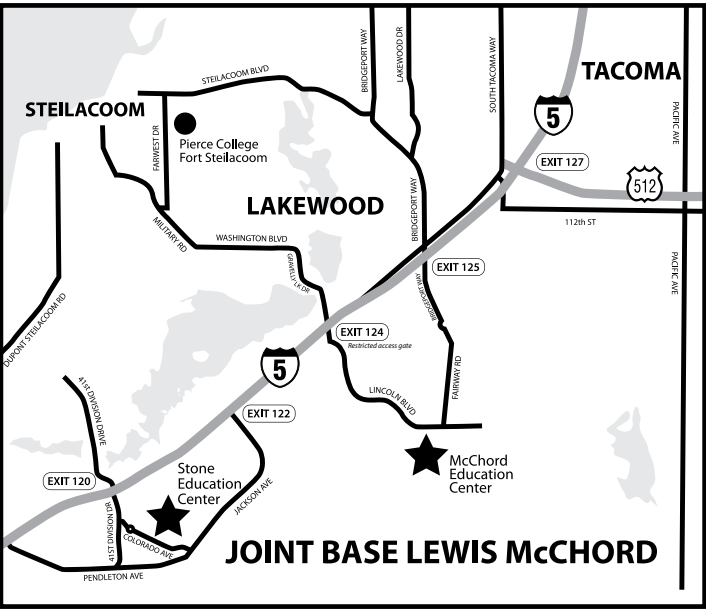
possibilities. realized.

Updated 4-11-11

Legend:

- LEV Low Emission Vehicles
- Smoking Shelter
- General Parking
- State Disabled Parking
- Carpool Parking
- Emergency telephones (contact with Campus Safety)
- Motorcycles
- Animal Relief Station (only service animals allowed in buildings)

PIERCE COLLEGE AT JOINT BASE LEWIS McCHORD MAP AND DIRECTORY



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

Stone Education Center
6242 Colorado Ave
Fort Lewis, WA 98433

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

McChord Education Center
851 Lincoln Blvd
McChord AFB, WA 98438

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



DIRECTORY

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

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

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

NAMES & NUMBERS

NAME	
ADDRESS	
HOME	WORK
EMAIL	

NAME	
ADDRESS	
HOME	WORK
EMAIL	

NAME	
ADDRESS	
HOME	WORK
EMAIL	

NAME	
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QUICK-FINDER INDEX

Academic calendar.....	3	Job Connections.....	8
Academic honors.....	12	Library.....	8
Academic standards.....	12	Library reserves.....	8
Access & Disability Services.....	6	Lost and found.....	9
Activities, student.....	9	Maps.....	42, 44, 45
Advising.....	6	Mission and vision, college.....	2
Ambassadors, student.....	9	Money for college.....	5
Athletics.....	6	Music performance groups.....	8
Book buyback, used.....	6	Newspapers, student.....	9,10
Book Board.....	6	Online classes.....	7
Book Rentals.....	6	Parking maps.....	42, 44
Bookstores.....	6	Parking permits.....	9
Bus service.....	8-9	Pioneer, The.....	9
Campus safety.....	9	Programs of study.....	3,4
Career guidance.....	8	Posting procedure.....	14
Career Pathways.....	1	Puyallup Post.....	9
Child care, on-site.....	6	Recycling and waste reduction	14
Child development centers.....	6	Safety/security.....	9
Clubs and organizations.....	6	Science Dome.....	9
Code of conduct, student.....	11	Sexual harassment policy.....	13
Computer labs.....	6	SLAM.....	10
Counseling services.....	7	Smoking policy.....	14
Dental clinic.....	7	Student activities.....	9
Design Studios.....	8	Student email.....	9
Disabled vehicle service.....	9	Student employment.....	8
Directory.....	41, 43, 45	Student grievances.....	13
Drug and alcohol policy.....	13	Student government.....	9
EDI CARES.....	7	Student ID cards.....	8
eLearning.....	7	Student insurance.....	8
Employment, student.....	8	Student Portal.....	14
Escort service, Campus Safety.....	9	Student publications.....	9, 10
Evening child care.....	6	Student rights/responsibilities..	11
Financial aid.....	5	Student right-to-know.....	11
Fine Arts Gallery.....	7	Student right to privacy.....	11
Fitness center/intramurals.....	8	Supplemental Instruction.....	10
Food service.....	8	Theatre.....	10
Government, student.....	9	Transit service.....	8
Grade changes.....	12	Tutoring.....	10
Grade symbols.....	12	Used book buyback.....	6
Grading system and policy.....	12	Veterans services.....	10
Graduation.....	12	Vision and mission, college.....	2
Grievances, student.....	13	Voter registration.....	10
Health insurance.....	8	Writing Center.....	10
Health and wellness.....	8		
Health education centers.....	8		
ID cards.....	8		
Insurance, student.....	8		
Interlibrary loan.....	8		
Internships.....	8		

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

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

EMERGENCY PROCEDURES

TO REPORT AN EMERGENCY

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

Fort Steilacoom, CAS 311 253-444-0325	Puyallup, ADM 117 253-444-0325
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Provide specific details about the nature and location of the emergency. If 911 has been contacted, Campus Safety will lead first responders to the incident location. Campus Safety may also be contacted via Emergency Call Box Systems, locations are noted on campus maps.

EMERGENCY EVACUATION

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

EMERGENCY CAMPUS CLOSINGS

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

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

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

More information can be found at:
www.pierce.ctc.edu
www.flashalert.net
www.facebook.com/PierceCollegeDistrict
www.twitter.com/piercecollege
JBLM: www.facebook.com/PCMilitaryProgram

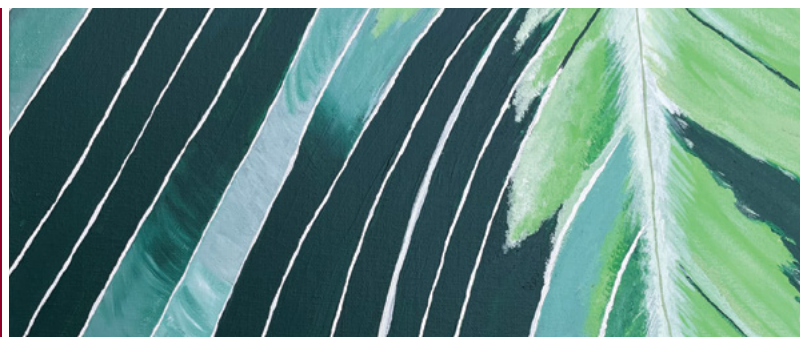
EMERGENCY NOTIFICATIONS

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

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

New Student CHECKLIST

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



possibilities.
realized.

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9401 Farwest Drive SW
Lakewood, WA 98498-1999
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Pierce College Puyallup
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McChord: 253-964-6606



www.pierce.ctc.edu