

Services for Students

To find out if the services described in this section exist at a PCC branch campus, contact your campus Admissions & Records Office.

The College Center

The PCC College Center is a multi-use facility that provides you with “one-stop shopping” for many Student Services programs. The Student Services Division office is located on the upper level, along with the Admissions & Records and Financial Aid offices. The lower level of the College Center houses recreational and service facilities for the students. These include the bookstore, child care center, fitness center, television room, cafeteria/games room, and student lounge areas. A ballroom is located in the upper level; it is designed to accommodate special dinners, social functions, and large group meetings for students and community members.

Counseling and Career Services

Counseling and Career Services, located in the Mike Davis Academic Building, Room 154, offers professional academic, career, and transfer advising. You may also contact us for help with personal issues affecting your academic performance, or with study skills in which you may need more practice (such as note-taking, time management, and test taking strategies). Our staff can also support your self-discovery and career exploration through our well maintained Career and Academic Support Library. A summary of specific services follows:

Academic Advising Services

If you have not declared a major, or if you are in the midst of changing your major, we offer academic and career advising designed to help you make this major decision.

Assessment Review

If you are a prospective student, contact us and we can review your previous assessment test scores (SAT, ACT, ACCUPLACER®, etc.).

Career Services

We offer the following services:

- career exploration
- career planning and counseling
- occupational information
- job-seeking information

Our resources include:

- occupational and job skills videos
- publications and computer discs
- career books and periodicals
- computerized career assessment

Counseling Services

We provide crisis counseling and limited personal counseling. If you have needs beyond these, we can refer you to the appropriate off-campus agency.

Drug Prevention Information

PCC maintains drug prevention information and resources in cooperation with the referral sources available in the community. These resources are available to all employees and students. You can obtain information and confidential referral from the Director of Counseling & Career Services.

Student Judicial Affairs

Our Student Judicial Affairs officer works to promote integrity and good citizenship on campus. He also deals with violations of the Code of Conduct outlined in the PCC Student Handbook. He can also help you understand the Code of Conduct, file complaints, and address concerns.

TRiO Student Support Services (TRiO SSS)

TRiO SSS is a federally funded grant program established to assist first-generation, low-income, and/or disabled students. Services for participants include academic readiness, individual tutoring, supplemental instruction, group counseling, peer mentoring, cultural activities, transfer tours, workshops, equipment check out, a newsletter, and other services to help students set and meet college goals.

TRiO Upward Bound

This federally funded program serves academically needy high school students who are low income and/or potential first generation college students. Our services help participating students successfully begin college and attain a college degree; these services include academic tutoring, mentoring, success workshops, field trips, and cultural enrichment activities.

TRiO Veterans Upward Bound

Veteran's Upward Bound (VUB) is funded by the Department of Education to provide college preparatory courses to veterans beginning or returning to college. We offer day and evening classes year-round at both PCC and Pikes Peak Community College. We also help veterans who do not have high school diplomas prepare for the GED test. Other TRiO services on campus are available to all VUB participants. Finally, we offer application assistance, career and academic advising, transcript requests, financial aid assistance, basic skills testing, and individual tutoring. For more information, please contact the Veterans Upward Bound Office at 719-549-3077.

Bookstore

The PCC Bookstore serves PCC students, faculty, and staff. We sell required textbooks and supplies, as well as general interest books, art supplies, office supplies, basic school supplies, calculators, greeting cards, clothing, glassware, and gift items. The Bookstore conducts a used book buy-back during the first and last week of the fall and spring semesters. We also sell used books, when they are available, for 75% of their original price.

Child Care Center

In partnership with the YWCA of Pueblo, PCC manages and operates the College Day Care Center. The YWCA of Pueblo has many years of experience managing high quality, loving child care centers in our community. At the Center, we offer children the education and nurturing they need to get them ready for kindergarten. We provide teacher-directed and child-directed curricula, as well as age-appropriate activities to stimulate learning and achievement of developmental milestones. The Center is a state-licensed program and was recently accredited by the National Academy for the Education of Young Children (NAEYC). The Center is open to all students and staff, but because of the limited space, enrollment is first come, first served. For more information, call 719-549-3011.

Children First: Child Care Referral Service

If you need a referral to a licensed child care facility, contact Children First. As a Qualistar Early Learning partner, Children First provides a referral service for all students/parents/guardians looking for licensed child care in this part of the state. We provide referrals based on type of care, age of children, location needed, special services needed, hours of care needed, vacancies, etc. To enable you to make an educated choice, our referral lists range from three to eight providers.

Children First also assists Early Childhood (EC) professionals by providing opportunities for continuous professional development through the support of Qualistar Rating System programs, and by scheduling trainings for EC professionals to meet licensing requirements and further their professional development.

In addition to child care resources, Children First maintains a list of community resources in southeastern Colorado. In addition to our Pueblo office, we have a satellite office at the PCC Fremont Campus enabling us to serve Fremont, Custer, and Chaffee counties. For more information, call us at 719-549-3411 in Pueblo, 719-296-6118 in Canon City, or toll free at 1-877-338-2273.

Enrollment Management & Student Retention (EMSR)

EMSR focuses on a wide range of student issues: college awareness, outreach, and recruitment; student retention and success; graduation; and alumni relations. EMSR can provide you with information on community resources, match you with academic advisors and, generally, pave the way for a smoother PCC experience. Each semester, we plan and offer free workshops and other activities to help you remain in school and reach your educational goals. We work with you directly to help you do the following:

- Identify your problems and needs early in the first semester and get connected the appropriate services.
- Contact various community organizations, such as the Pueblo Workforce Center, that can help you succeed.
- Develop relationships with other students.
- Meet registration and graduation deadlines.
- Present your concerns regarding student success to PCC administrators.
- Learn about various opportunities through presentations and workshops.

EMSR also houses the Student Ambassador program, a leadership program for current students.

Fitness Education Center

The PCC Fitness Education Center, located in the College Center, Room 154, contains over 60 pieces of high-tech exercise equipment. The Center's innovative program includes a complete initial individual assessment and exercise program, as well as a highly trained staff of instructors to assist you. The center offers one-credit courses in fitness conditioning that allow you to exercise at your own convenience. Advanced students, employees, and community members may also join the Center; in addition to regular workouts, we offer a variety of wellness and health seminars. If you are taking more than six semester hours per semester, you may purchase a limited membership in the Fitness Center if we have space available. For more information or to register, call 719-549-3063.

Food Service

The PCC Cafeteria is located in the lower level of the College Center. The Cafeteria is open 7:30 a.m. to 2:00 p.m. Monday through Friday. The Cafeteria offers breakfast specials along with pastries and beverages. The lunch menu includes daily luncheon specials, deli sandwiches, and grill items. A food and beverage cart offers a wide selection of breakfast and lunch items in the Mike Davis Academic Building near the fountain. The PCC Culinary Arts Program offers lunch in the GPA Dining Room area next to the cafeteria from 11:30 a.m. to 1:00 p.m. on days when Dining Room Management Classes are in session. The Cafeteria and GPA Dining Room area are open to students, faculty, staff, and general public. The college also provides a complete catering service for large and small events scheduled at PCC.

Learning Center

The PCC main and Fremont campuses have a Learning Center, and each Center offers various services. You may inquire about these services in the Learning Center at your campus.

The Pueblo campus Learning Center provides the following services:

Academic Testing

We offer academic testing when it is arranged by your instructors on your behalf. The testing room offers a convenient, quiet, and monitored testing environment suited to your needs. To take a test in the Learning Center, you must bring photo identification.

Assessment Testing

We conduct Basic Skills Assessment (CPT ACCUPLACER®) and pre-entrance examinations for admission to various health programs. You must have photo identification to take these tests.

Disability Resources

If you have a documented disability (including a temporary disability such as a broken arm), you may qualify for special accommodations. These accommodations include but are not limited to note taking services, alternative text formats, and sign language interpreting services.

The Disability Resources Center also offers courses in assistive technology. CIS 101, 102, 104, and 107 are small, self-paced courses that teach you how to use assistive technology such as voice recognition programs, screen readers, and other adaptive devices. You also have access to the assistive technology classroom during open lab hours. (Note: lab hours may vary from semester to semester.)

Student Computer Labs

We have open student computer labs you may use to do required academic work. Our state-of-the-art computers have many software programs used in academic classrooms, as well as Internet service you may use to conduct academic research.

Tutoring

If you are taking fundamental reading, English, or mathematics classes, you may visit the Learning Center for drop-in, instructor-based tutoring labs. We offer additional tutoring services on an individual or group basis for students who meet eligibility criteria. We also offer computer-aided tutorials to all students.

Library

The Fremont and Pueblo campuses have libraries that provide information and media resources to students, faculty, and community members. The library collections contain over 64,000 books, periodicals, microfilm documents, non-print media titles, online databases, and electronic books. At the PCC main campus, the library is located in the Mike Davis Academic Building and is designed to provide several learning support services in one area.

To check out materials or access online resources from off campus, you must be a registered borrower. To register in person, you must present two forms of identification to library staff. You may also register by going to the library webpage and filling out the online registration application. When you register, you will be able to use your “S” number to access online databases. As long as your account is in good standing (no overdue materials), you may access resources from an off campus computer during the semester you are a registered student. We provide the following services (please inquire about the services your own campus library provides):

Bibliographic Services

You can access the PCC Library catalog and catalogs of other Colorado libraries by visiting www.pueblocc.edu/CampusResources/Library or the Colorado Virtual Library web site.

Online Full Text Resources

You have access to online full-text databases via the Library home page. Online Library Services, a pathfinder available on the Library home page, will guide you in the use of these databases. You can access the databases on any campus computer, or off-campus through the Library home page.

Reference

Reference assistance is available on-line and in person for developing research strategies and identifying resources for class assignments or personal interests. Individual and group orientations are available. Tip sheets may be obtained in the Library; pathfinders and tip sheets are also available on the Library home page.

Course Reserves

We maintain textbooks, resource materials, and study materials provided by your instructors to assist you in your assignments. The Library home page lists all materials currently on reserve. You may also check out hybrid course CD's, DVD's, or VHS media.

Special Study Aids

The main campus library provides computers, media carrels, a photocopier, and individual and group study rooms to help you complete assignments.

Access to Colorado Libraries

The PCC Library is a Colorado Library Card (CLC) member. If you are enrolled at PCC, you may check out materials from other participating Colorado libraries by showing your PCC identification card.

Interlibrary Loans

Through this loan service, you may request books or journal articles from libraries nationwide.

Office of Communications & Community Relations

PCC's Office of Communications and Community Relations is responsible for media relations, advertising, marketing, public relations, and special events planning. We also are responsible for the content and design of PCC's Internet and Intranet sites. We provide a number of student services including publishing the various class schedules and newspaper inserts available on campus, on the WWW, and throughout the community. We also publish the weekly *Student Focus*, a newsletter for and about PCC students, and *FYI News*, a quick-read flyer that is posted in the rest rooms.

Security & Safety

Please report all injuries, accidents, or other incidents requiring police or other safety/emergency assistance to the appropriate office on your campus.

Pueblo Campus: We are located in the Central Administration Building, Room 104. We are available to assist anyone on campus and will escort students, staff, and faculty to designated locations, particularly during the evening hours. You can reach us by phone at 719-549-3144, cellular phone at 719-821-6563, or through the Facility Services office at 719-549-3345 or 719-549-3291.

Fremont Campus: Report incidents to the Fremont Campus main office between 8 a.m. and 6 p.m. Monday through Thursday, and from 8 a.m. and 5 p.m. on Friday. During other times, students may report these incidents to the Titan Security Officer who is available during evening and weekend hours. You can summon emergency services to the campus by calling 911 from the campus pay phone or your personal cell phone.

Southwest Campus: Report incidents to the main office located in Durango during daytime hours. You may summon emergency services by calling 911 from your personal cell phone or from the faculty office if an instructor is available.