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### Registration Begins:

Pierpont Students Graduating in December.....Wednesday, March 28<sup>th</sup>  
 Pierpont Students.....Monday, April 2<sup>nd</sup>  
 Term Pin.....000000

#### OFFICE HOURS

##### **Campus Offices**

Monday – Friday ..... 8:00 am – 4:00 pm

##### **Student Services**

Monday –Thursday ..... 8:00 am – 6:00 pm

Friday ..... 8:00 am – 4:00 pm

#### WEBPAGE

[www.pierpont.edu](http://www.pierpont.edu)

#### CONTACT

Phone: 304-367-4907

Fax: 304-367-4881

Toll Free: 855-297-0999

# STUDENT REGISTRATION PROCEDURES

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All students can access the student web product to register themselves for classes during their appropriate registration window after they have met with their advisor. Students must meet with their advisors in order to select appropriate courses and ensure progress toward their degree completion. Once courses have been selected and approved, students can select open sections of the courses at the times they want. When the schedule is finalized, students can enter the courses via 'FELiX' during the appropriate window.

## ❖ **UNIFIED COLLEGE ACCOUNT (UCA) USERNAME AND PASSWORD ARE REQUIRED FOR REGISTRATION.**

## ❖ **SOME CLASSES REQUIRE STUDENTS TO HAVE PERMISSION FROM THE INSTRUCTOR BEFORE ENROLLING IN THE CLASS.**

**Step 1:** Activate your Unified College Account if you have not already. For assistance, go to <https://pierpont.edu/portal> and select 'Activate UCA.' Follow the instructions listed.

**Step 2:** 'FELiX – Account Notifications.' Log in to FELiX to view your account notifications. This screen will notify you of any issues that you have outstanding and will remain until the issues have been resolved. These issues may include, but are not limited to:

- A hold on the account
- Balance due on account.
- Outstanding admissions and/ or financial aid requirement
- Residence Life requirement

**Step 3:** Make an appointment with your academic advisor. To determine who your advisor is:

- Go to <https://pierpont.edu/portal>
- Select the 'FELiX' icon
- Once the notifications have been reviewed, select 'I Agree.'
- Select 'Current Academic Program'
- Select current term and click 'Submit'
- If you do not see an advisor listed, please check the list on page 14 for whom to contact in your college.

**Step 4:** During the meeting with your advisor, you will discuss your academic progress and will determine which courses you should be taking during the next semester. Once you and your advisor agree on the courses you need to take, your advisor will give you a unique PIN that you will use to access the registration form in FELiX. Do not lose this PIN. Only your advisor and academic department have this number.

**Note: If you do not use your PIN prior to the end of the term, it will change. You will have to see your advisor for the new PIN.**

**Step 5:** You are now ready to select the actual times you want to take your approved courses. This is done by you, not your advisor, at any computer and at your convenience. The 'Class Search,' located on the registration form, is in real time and can be accessed once you log in to FELiX. (Directions on how to add/drop classes are found on page 8.)

## IMPORTANT REGISTRATION NOTES

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- **TRANSIENT/NON-DEGREE SEEKING STUDENTS**  
All students, except for transient students and non-degree seeking students must meet with their advisor prior to scheduling. This will help ensure progress towards graduation requirements. You need to be familiar with your program requirements and seek proper advice.
- **INCOMPLETE GRADES**  
If you received an 'Incomplete' from a previous semester and are finishing the work for that class, DO NOT register for the class again. Once you complete the work, the professor will submit a grade modification form which will change your grade from an 'I' to a letter grade.
- **REPEATED COURSES**  
Please check your academic history online and verify that you are not signing up for a class you have already completed, especially if you have transfer work. You are responsible for the classes for which you register.
- **STUDENT ACCOUNTS**  
If you have an unpaid financial obligation on your account, you will not be able to add/drop classes. Once your hold has been lifted, you may not be able to access your online account until the next day. Do not wait until the last minute to pay your account. Please visit <https://pierpont.edu/portal> and select E-pay under the Quick Links section to pay online. If you wish to pay in cash, please see Student Services located in Hardway.
- **CONTACT FOR HELP**  
If you have any problems adding and/or dropping a class, or withdrawing for the term, come to Student Services immediately. Do not wait.
- **CREATING YOUR SCHEDULE**  
You are responsible for your schedule. Every time you add or drop a class, review your schedule on-line and make sure you are registered only for the classes you want.
- **OVERRIDES**  
If you have been granted permission via override to register for a course from an instructor and/or dean, it is your responsibility to add the course to your schedule. **YOU WILL NOT BE AUTOMATICALLY ADDED TO THE CLASS.**
- **DROPPING A COURSE**  
If you do not attend a class, you are responsible for dropping that class. **YOU WILL NOT BE AUTOMATICALLY DROPPED FROM THE CLASS.**

## CLASS SCHEDULING REMINDERS

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- ❖ The College reserves the right to make changes in the schedule.
- ❖ Assignments of instructors are tentative and subject to change.
- ❖ Arranged classes - Students taking arranged classes should contact the instructor during the first week of class.

# POTENTIAL REGISTRATION RESTRICTIONS

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While registering for classes, you may encounter some restrictions that will block your registration. Listed below are some of those restrictions, along with the correct way to fix them. If you have any other problems, please contact Student Services at 304-367-4907.

## PROCEDURE FOR OVERRIDES

All overrides will be entered online by the academic school that teaches the course you want to take. Please go to the dean's office for the procedure to obtain an online override.

Once the override has been entered online, **YOU MUST REGISTER FOR THE CLASS** in FELiX. Paper overrides will no longer be processed except for a level restriction and/or duplicate course restriction.

## You Are Not Permitted to Register Error

- **You are attempting to register for classes prior to your priority date.** Please refer to the Registrar's Calendar for your correct registration date and try again at that time. If you feel you should be able to register, contact Enrollment Services at 304-367-4907.

## Student Status Prohibits Registration

- **You are not eligible to register and may need to be readmitted.** For more information, please contact Student Services at 304-367-4907.

## You May Not Add or Drop Due to Holds on Your Record

- **You have a hold that prevents registration.** Select the 'View Holds' link under 'Student Records' from the main 'Student and Financial Aid' menu for more information regarding the type of hold and the office to contact. Once the hold is released you may register for classes. However, you may not be able to access your online account until the next day. Do not wait until the last minute to pay your account balance.

## Pre-Requisite Error

- **You have not completed the pre-requisite for the class.** The pre-requisite for all classes can be found in the current college catalog under each course description. In order to get registered for the class, you must obtain an override (SEE PROCEDURE ABOVE). You may contact the instructor and dean of the class either in person, by phone, or by email. All directory information is found on the homepage under 'Campus Directory.'
- **You have completed the pre-requisite, but the class was completed before the Fall 2003 semester under old course numbers.** Please contact Student Services at 304-367-4907 to register for the class.
- **The class has a math pre-requisite and you have completed a higher math class.** You must obtain an override (SEE PROCEDURE ABOVE).
- **You are a transfer student and have not had your transcript sent to Pierpont Community & Technical College.** You must do this immediately in order to get credit for classes and pre-requisites. Failure to do so will result in a hold being placed on your account, which will restrict registration.
- **You feel you have completed the pre-requisite.** Please contact Student Services at 304-367-4907.

## Closed Section

- **The class is closed and has no more space available.** You can continue to check the online Schedule of Classes to see if a seat becomes available due to another student dropping the class. However, it is recommended that you find another class that fits into your schedule. In order to take the class, you must obtain an override (SEE PROCEDURE FOR OVERRIDES).

## Time Conflict

- **You are attempting to register for two or more classes that overlap in time.** You must find another class that fits into your schedule.

## Field of Study Restriction

- **You are attempting to register for a class that is restricted for a specific major(s) which does not include your major.** Major restrictions are found with each course description in the current college catalog. To change your major, you must fill out a Change of Major form, have it signed by the department to which you are transferring to, and submit it to Student Services. In order to have your major changed for spring, your major change must be completed prior to January 4. In order to have your major changed for summer, your major change must be completed prior to May 9. In order to have your major changed for fall, your major change must be completed prior to August 1. Once the instructor has agreed to allow you to take the class even though your major is restricted for that class, s/he will grant the approval online via '**Registration Overrides**' in the Faculty Web System. **You must then register for the class following the registration procedures on page 8. Approval granted online WILL NOT automatically register you for the class.**

## Instructor Approval

- **You are attempting to register for a class that requires instructor approval.** You must contact the instructor to receive approval. Once the instructor has agreed to allow you to take the class, s/he will grant the approval online via '**Registration Overrides**' in the Faculty Web System. **You must then register for the class following the registration procedures on page 8. Approval granted online WILL NOT automatically register you for the class.**

## Link Error

- **You are attempting to register for a class that is linked with another class (i.e., lab and lecture).** You may not register for one class without also registering for the other correct class. Refer to the class schedule for the sections that are linked. When a link error occurs you will not be registered for either part of the class. Once you find the correct link, you must register for both parts of the class again at the same time.

## Co-Requisite Error

- **You are attempting to register for a class that is linked with another class.** These are classes which must be taken together during the same semester. You may not register for one class without also registering for the other class. When this error appears, the system will tell you which class you also need to take. You must then register for both classes again at the same time.

## Duplicate Course Error

- **You are attempting to register for two different sections of the same class.** The system will register you for only one of the sections and list the error with the other section. If you have previously dropped a class on the web with a class status of 'DW', the system will also give you the duplicate error. If you want to register for the dropped class again, you must contact Student Services at 304-367-4907.

- **You are attempting to register for two classes that have the same course number (i.e., 1199).** You will only be able to register for one of these classes. To register for the other class(es) with the same course number, you must obtain a signed add/override form from the INSTRUCTOR of the class. Please note that the instructor's DEAN must also sign the form. Submit the completed form to Student Services.

### **Level Restriction**

- **You are attempting to register for a class that is restricted for a specific level (CC, UG, and GR) which does not include your level.** To take a class that is restricted to level, you must obtain a signed add/override form from the INSTRUCTOR of the class. Please note that the instructor's DEAN must also sign the form. Submit the completed form to Student Services for approval.

### **Maximum Hours Exceeded**

- **You are attempting to register for more than 18 hours.** If you choose to take more than 18 semester hours (up to 21 semester hours), you must first meet the eligibility (see below under ACADEMIC PROCEDURES: Semester Load). If you are eligible, you must obtain a signed 'Overload Approval Form' from your Advisor and the Dean. If you choose to take more 21 semester hours and you are eligible, you must obtain a signed 'Overload Approval Form' from your Advisor, your Dean, and your Provost.

## **ACADEMIC PROCEDURES**

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**Semester Load:** In order to be considered for permission to carry more than 18 hours in a fall or spring semester or more than 12 hours for the summer semester, you must have an overall GPA of 3.0. In addition, you must have a 3.0 GPA from the previous term OR be enrolled in the last semester prior to graduation. Student Credit Load Exception forms must be obtained and signed by the Dean of the College and Provost if the student is taking over 21 hours.

**Schedule Changes:** You cannot add new classes to your schedule after the schedule change period. However, within this time, you can drop and/or add classes. Classes that are dropped during this period do not appear on your transcript or count as drops toward the Excessive Withdrawal count (see below). Refer to the Registrar's Calendar for schedule change dates.

**Dropping a Class(es):** You may drop a class(es) with a "W" being recorded on your transcript based on the schedule below. For specific dates for each term and part of term, refer to the Registrar's Calendar. Refer to page 8 for instructions on how to drop a class(es).

- 10<sup>th</sup> Week of a Full Semester
- 5<sup>th</sup> Week of the 1st 8 Week Session
- 5<sup>th</sup> Week of the 2nd 8 Week Session
- 5<sup>th</sup> Week of the Weekend College
- 3<sup>rd</sup> Week of the 1st 5 Week Summer Session
- 3<sup>rd</sup> Week of the 2nd 5 Week Summer Session
- 5<sup>th</sup> Week of the Weekend College
- 8<sup>th</sup> Week of the 10 Week Summer Session

**Withdrawal from Pierpont Community & Technical College:** You can withdraw from the institution with "W" being recorded prior to the last week of classes. For specific dates, refer to the Registrar's calendar. Be sure to print a copy of the transaction for your records. Refer to page 8 for instructions on how to withdraw from the institution. Failure to properly withdraw may result in failing grades.

**Excessive Course Withdrawal Fee: (Effective Fall 2006)** When you drop individual courses after the schedule change period has ended, you will be charged a \$50.00 fee for each class you drop after the allowable maximum. Pierpont students may drop a total of four courses before the fee is charged.

**Repeating a Course: (Effective Fall 2007)** Pierpont Community & Technical College enforces Series 22 of the West Virginia Higher Education Policy Commission as follows:

*“If a student earns a grade of “D” or “F” (including failures due to regular and/or irregular withdrawal) on any course taken no later than the semester or summer term during which the student attempts the sixtieth semester hour, and if that student repeats this course prior to the receipt of a baccalaureate degree, the original grade shall be disregarded and the grade or grades earned when the course is repeated shall be used in determining his/her grade point average. The original grade shall not be deleted from the student’s record. Courses passed with a grade of ‘C’ or better may not be legally repeated.”*

Grades for courses repeated more than once or repeats of courses attempted in semesters following the one in which the sixtieth hour was attempted will be used in determining grade point average.

Courses completed at Fairmont State/Pierpont with a grade of "D" or "F" may be repeated at any accredited institution, provided the course at the other institution is deemed an equivalent course by Fairmont State/Pierpont and the above stipulations are met. Regularly enrolled students who complete work at another accredited institution must secure written permission from the Registrar before attempting such course work. The transfer grade policy will apply to these grades.

Courses taken at other West Virginia public institutions that are legally repeated at Pierpont will be a part of the repeat process, provided the course at the other institution is deemed an equivalent course by Pierpont and the above stipulations are met.

**Application for Graduation:** If you are close to graduation, you should sign up for a degree audit in the Student Services Center. Degree audits are done two semesters in advance of graduation. Candidates for graduation must also officially apply for graduation two full semesters prior to the term they want to graduate. Please refer to the graduation homepage for more details.

**Credit / No Credit Option:** Any student who has completed 58 or more semester hours of credit may select one course per semester on a credit/no credit basis; such courses are to be considered part of the regularly scheduled load. A maximum of 18 semester hours may be completed with this option.

Students may not choose this option for the following courses:

- (a) Major, minor or skill set
- (b) Education certification program

Courses taken under this option will be recorded but will not be reflected in the quality point index. Credit courses will count toward graduation.

Selection of a course for credit/no credit must be made at registration with the approval of the student’s academic advisor, and may not be changed after the end of the add-drop period.

The grade CR means C or better.

**Auditing a Course:** Students may be permitted to attend classes as auditors if they obtain written permission from their advisor and instructors in the classes they want to audit. A student who enrolls in any class as an auditor may not, in the same semester, be considered as enrolled in the class for the purpose of obtaining credit.

Auditors are required to complete the regular registration process and pay regular fees. The decision to audit a course must be made during the add/drop period.

## HOW TO ADD/DROP A CLASS(ES)

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### To Log-in:

1. Go to <https://pierpont.edu/portal>
2. Select the 'FELiX' icon
3. After selecting the 'FELiX' icon, the 'FELiX – Account Notifications' screen may appear. If it appears, take a moment to review the notifications. Once the notifications have been reviewed, select 'Continue.'
4. Select 'Student and Financial Aid'
5. Select 'Class Scheduling'

### To Add Classes:

1. Log-in (see above)
2. Select 'Add or Drop Classes'
3. Select the Term – Spring 2018, Summer 2018, Fall 2018, etc.
4. Enter the appropriate Alternate PIN as indicated on the webpage or given by the advisor
5. Enter CRN's
6. Click 'Submit'
7. Note: You must scroll back down after adding courses to make sure the classes were added appropriately. If there was an error, it will be listed at the bottom of the page. For resolutions to these errors, please see 'Potential Registration Restrictions' listed above.

### To Drop Classes:

1. Log-In (see above)
2. Select 'Add or Drop Classes'
3. Select the Term – Spring 2018, Summer 2018, Fall 2018, etc.
4. Enter the appropriate Alternate PIN as indicated on the webpage
5. Select the drop code from the pull down box under 'Action' for all classes you want to drop.
6. When done, click 'Submit Changes'.
7. BE SURE TO LOOK AT YOUR SCHEDULE TO VERIFY THE CLASS(ES) HAVE BEEN DROPPED.
8. If you try to drop your last class, the system WILL NOT ALLOW YOU TO DO THIS. Dropping your last class is actually withdrawing from the Institution for the term. Refer to the section 'Withdrawing from the Institution' for more information.

## WITHDRAWING FROM THE INSTITUTION

1. Log-in (see above)
2. Select 'Withdraw From The Institution'
3. Read all information before proceeding.
4. Complete the Withdraw Survey which appears in a separate page.
5. Check the 'CONFIRM' box.
6. Select the CURRENT Term – Spring 2017, Summer 2017, Fall 2018 etc.
7. Click 'Submit'.
8. PLEASE PRINT THE PAGE OR MAKE NOTE OF THE CONFIRMATION NUMBER

❖ **THE LAST DAY TO DROP A FALL FULL-TERM CLASS WITHOUT A NOTATION ON TRANSCRIPT IS Friday, August 17.**

❖ **THE LAST DAY TO DROP A FALL FULL-TERM CLASS IS FRIDAY, OCTOBER 19.**

**Non-attendance and/or non-payment are not sufficient notice of intent to drop a course or withdraw. If you do not attend and do not properly withdraw prior to the first day of classes, you will be held responsible for a portion of your tuition and fees.**



## REFUND POLICY FOR TUITION AND FEES

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A student who officially withdraws from the college may arrange for a refund of fees, excluding special fees, in accordance with the refund schedule listed on the Registrar's calendar. Refunds are determined from the first day of the school term. Students who have paid in advance and withdraw prior to first day of classes will receive a 100% refund.

## PAYMENT PROCEDURE

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WEB PAYMENT SERVICES ARE AVAILABLE AT:

['Payment Services \(EPAY\)'](#)

This service allows you to pay by check or credit card. This service allows you to authorize your financial aid to be credited to your account (which is required), and to verify your permanent address for difference check mailings.

✓ **MONDAY, AUGUST 13 BEGINS THE LATE PAYMENT FEE OF \$50.**

## FINANCIAL ASSISTANCE

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You may access information regarding your financial aid on-line through your UCA. Financial Aid counselors are also available by coming to Student Services or by calling 304-367-4907.

## FINAL GRADES

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Final grades are available online on the Wednesday following finals. To access your final grades:

1. Go to myCampus.pierpont.edu
2. Log-In to 'myFairmontState'
3. Select the 'FELiX' icon
4. After selecting the 'FELiX' icon, the 'FELIX – Account Notifications screen may appear. If it appears, take a moment to review the notifications. Once the notifications have been reviewed, select 'Continue.'
5. Select 'Student and Financial Aid'
6. Select 'Student Records'
7. Select 'Final Grades'
8. Select 'Spring Semester 2017,' 'Summer Semester 2017,' 'Fall Semester 2017,' etc.
9. Click 'Submit'

If your final grade does not appear, do not contact Enrollment Services. You must contact your professor.

## ENROLLMENT VERIFICATION

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Enrollment verifications are now completed through student service (UCA). To access an enrollment verification:

1. Go to myCampus.pierpont.edu
2. Log-In to 'myFairmontState'
3. Select the 'FELiX' icon
4. After selecting the 'FELiX' icon, the 'FELIX – Account Notifications screen may appear. If it appears, take a moment to review the notifications. Once the notifications have been reviewed, select 'Continue.'
5. Select 'Student and Financial Aid'
6. Select 'Class Scheduling'
7. Select 'Enrollment Verification'
8. Select 'Request enrollment verification for ...'
9. Select 'Obtain an enrollment certificate for either the current enrollment (default) or for all enrollment
10. Check your campus email account for the specific dates when verifications can be printed for the spring term.

# STUDENT ADDRESSES

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## Physical Address

It is very important to keep your address updated as important information, as well as refund check(s), is mailed to your permanent address on file. You may change your address by coming to the 3<sup>rd</sup> Floor of Turley Student Services Center or by printing the '[Change of Name and/or Address Form](#)' and submitting it to the Office of Student Services, via email to [enrollmentservices@pierpont.edu](mailto:enrollmentservices@pierpont.edu), or by fax to 304-367-4881. You may also mail the form to:

Pierpont Community & Technical College  
ATTN: Enrollment Services  
1201 Locust Avenue  
Fairmont, WV 26554

If you have any questions or need additional assistance, please contact Enrollment Services at 304-367-4907.

## Email Address

Once you have been admitted to Pierpont Community & Technical College, you are issued a Pierpont email address. Please check this address frequently as important information will be sent to you from offices within Student Services. If you need assistance in setting up your campus email address, please contact the IT Help Desk at 304-333-3731.

### BUILDING CODES

<b>Fairmont Campus..... Code</b>	<b>Off-Campus..... Code</b>	<b>Off-Campus ..... Code</b>
Colebank Hall..... CH	Barbour County ..... BC	Aerospace Center ..... MT
Education Building..... ED	Braxton County..... BX	Mon County Tech..... MV
Feaster Center ..... FC	Calhoun County ..... CL	Preston County ..... PC
Hardway Hall..... HB	Clinical Affiliate ..... CA	Pocahontas County..... PO
Hunt Haught Hall..... HHH	Doddridge County..... DC	Public Schools ..... PS
Jaynes Hall ..... JH	Upshur County Tech..... FE	Randolph County ..... RC
Library ..... LB	Lewis County ..... LW	Tygart Valley ..... RT
Turley Student Srv Ctr.....TC	Television ..... TV	Taylor County ..... TY
Wallman Hall..... WH	West Virginia University..... WVU	Gaston Caperton Ct..... CC
Falcon Center..... FAL	United Technical Center .... UTC	Pratt Whitney ..... PWH
Virtual Online..... V		
Engineering Technology..... ET		
Folk Life Center..... FOLK		
Crim. Justice Crime House... CJHOUS		

# Registrar's Full Semester Calendar

## Fall 2018

Monday, March 27– Sunday, August 13	100% Refund
Wednesday, August 1	Last Day to be Admitted
Sunday, August 12	<b>Last Day to Withdraw with no Payment Due*</b>
Monday, August 13	<b>Last Day to Pay Without Late Fee</b>
Monday, August 13	First Day of Classes
Monday, August 13 – Friday, August 17	Schedule Changes-Add/Drop Week, Last week to Change Majors for the Fall Late Registration Fee in Effect
Monday, August 13 – Sunday, August 26	90% Refund Period for full withdrawal* 100% Refund Period for individual course drop.
Friday, August 17	Last Day to Drop a Class(es) Without Notation ('W') on Transcript Last Day to Make Schedule Changes
Monday, August 27– Sunday, September 9	75% Refund Period for full withdrawal*
Saturday, September 1	Deadline to Apply for December 2018 Graduation
Monday, September 3	Labor Day-No Classes
Friday, September 7	4 Week Grade Check – Check Mid-Term Grades
Monday, September 10-Friday, October 5	50% Refund Period for full withdrawal*
Friday, October 5	<b>Midterm-Fall Holiday-No Classes</b>
Monday, October 8	Spring 2019 Schedule Available Online
Monday, October 15	<b>Spring 2019 Priority Registration</b>
Thursday, October 18	<b>Spring 2019 Registration</b>
Friday, October 19	<b>Last Day to Drop a Class(es)</b>
Monday, November 19-Friday, November 23	Thanksgiving Recess-No Classes
Friday, November 23	Last Day to Withdraw from all Classes
Friday, November 30	Last Day of Classes
Monday, December 3– Friday, December 7	Final Exams
Wednesday, December 12	Grades Available Online

\*Fees, dates, and refund periods are subject to change

## ACADEMIC ADVISING CENTER

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The Academic Advising Center offers direct advising services to students who have not selected a degree program (undeclared majors) and to part-time/non-degree seeking students.

- Location: Hardway Hall 2<sup>nd</sup> floor
- Hours: Monday - Friday, 8:00am - 4:00pm (Evening appointments available upon request.)
- Telephone: (304) 367-4990

## HOW TO FIND US

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If you have any questions about Pierpont Community & Technical College, or would like more information about us, please contact us at:

US MAIL ..... PIERPONT COMMUNITY & TECHNICAL COLLEGE  
..... 1201 LOCUST AVENUE  
..... FAIRMONT, WV 26554

TELEPHONE ..... (304) 367-4907  
..... 1-855-297-0999

TDD ..... (304) 367-4200

FAX ..... (304) 367-4789

EMAIL.....[enrollmentservices@pierpont.edu](mailto:enrollmentservices@pierpont.edu)

WEBPAGE ..... [www.pierpont.edu](http://www.pierpont.edu)

## TELEPHONE NUMBERS AND LOCATIONS

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### ADMINISTRATIVE OFFICES

Office .....	Location .....	Phone .....
ADMISSIONS.....	2 <sup>nd</sup> FLOOR HB.....	333-3684
ADVISING CENTER .....	2 <sup>nd</sup> FLOOR HB.....	367-4990
STUDENT ACCOUNTS .....	3 <sup>RD</sup> FLOOR TC .....	367-4141
BOARD OF GOV AAS .....	2 <sup>nd</sup> FLOOR HB.....	367-4990
DINING HALL.....	3 <sup>RD</sup> FLOOR FAL .....	367-4119
FINANCIAL AID.....	2 <sup>nd</sup> FLOOR HH .....	367-4892
HOUSING.....	3 <sup>RD</sup> FLOOR TC .....	367-4216
WIA ADVISOR .....	231A HB .....	367-4907
STUDENT HEALTH SVCS. 3 <sup>RD</sup> FLOOR FAL .....		367-4155
STUDENT ACTIVITIES.....	1 <sup>ST</sup> FLOOR FAL.....	367-4705
TUTORIAL SERVICE.....	207 JH .....	367-4294
STDN SERVICES CNTR ...	2 <sup>nd</sup> FLOOR HB.....	367-4907

Office .....	Location .....	Phone .....
REGISTRAR.....	2 <sup>nd</sup> FLOOR HB .....	367-4907
BOOKSTORE.....	2 <sup>ND</sup> FLOOR FAL .....	333-3636
PUBLIC SAFETY .....	3 <sup>RD</sup> FLOOR FAL .....	367-4157
EMS.....	MSF .....	367-4847
TTY.....	307 CH.....	367-4906
LIBRARY .....	LIBRARY .....	367-4733
SIGN LANGUAGE OFF .....	305 JH.....	367-4252
STUDENT ID'S.....	1 <sup>ST</sup> FLOOR FAL.....	368-7227
VETERANS' SERVICES .....	3 <sup>RD</sup> FLOOR TC .....	367-4660

### PIERPONT COMMUNITY & TECHNICAL COLLEGE SCHOOLS

School of .....	Location.....	Phone .....
HUMAN SERVICES.....	137 ED.....	367-4919
ADVISING .....	200 HB.....	367-4746
HEALTH CAREERS.....	200 G ATC.....	367-4284

### EMERGENCY CONTACTS

Office.....	Phone .....
CAMPUS POLICE .....	367-4157
STATE POLICE .....	367-2701
CITY POLICE .....	366-4200
COUNTY POLICY .....	367-5300
FIRE DEPARTMENT .....	911
AMBULANCE .....	911

BUSN/AVIATION & TECH.. 302A ET .....367-4632  
WORKFORCE DEV ..... 200 I ATC.....333-3718

## REGIONAL ACADEMICS FACILITIES & CONTACTS

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### Braxton County

Beverly Rollins  
[Beverly.Rollins@pierpont.edu](mailto:Beverly.Rollins@pierpont.edu)  
304-368-7235

### Gaston Caperton Center

Jeffrey Lawson  
[jlawson17@fairmontstate.edu](mailto:jlawson17@fairmontstate.edu)  
304-367-4037

### Monongalia County Technical Education Center

Debbie Barker  
[Deborah.Barker@pierpont.edu](mailto:Deborah.Barker@pierpont.edu)  
[RegionalAcademics@pierpont.edu](mailto:RegionalAcademics@pierpont.edu)  
304-368-7256

### Monongalia County Technical Education Center

Ken Ashton  
304-216-3025

### Lewis County

Debbie Barker  
[Deborah.Barker@pierpont.edu](mailto:Deborah.Barker@pierpont.edu)  
[RegionalAcademics@pierpont.edu](mailto:RegionalAcademics@pierpont.edu)  
304-368-7256

## OFF CAMPUS FACILITIES & CONTACTS

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### Braxton County

Beverly Rollins  
[Beverly.Rollins@pierpont.edu](mailto:Beverly.Rollins@pierpont.edu)  
304-368-7235

### Gaston Caperton Center

Jeffrey Lawson  
[jlawson17@fairmontstate.edu](mailto:jlawson17@fairmontstate.edu)  
304-367-4037

### Lewis County

Debbie Barker  
[Deborah.Barker@pierpont.edu](mailto:Deborah.Barker@pierpont.edu)  
[RegionalAcademics@pierpont.edu](mailto:RegionalAcademics@pierpont.edu)  
304-368-7256

### Marion County Merchant Street Center

304-367-4847  
Ben Tacy  
[Ben.Tacy@pierpont.edu](mailto:Ben.Tacy@pierpont.edu)  
304-367-4501

### Marion County Merchant Street Center

304-367-4847  
Rusty Taylor  
[Rusty.Taylor@pierpont.edu](mailto:Rusty.Taylor@pierpont.edu)  
304-367-4718

### Monongalia County Technical Education Center

Debbie Barker  
[Deborah.Barker@pierpont.edu](mailto:Deborah.Barker@pierpont.edu)  
[RegionalAcademics@pierpont.edu](mailto:RegionalAcademics@pierpont.edu)  
304-368-7256

### Monongalia County Technical Education Center

Ken Ashton  
304-216-3025

### Robert C Byrd Aerospace Education Center

Tom Stose  
[thomas.stose@pierpont.edu](mailto:thomas.stose@pierpont.edu)  
304-367-4800

**Pierpont Community & Technical College Departmental Points of Contact**

**NOTE: Not all contacts listed are advisors, but each can assist in identifying/contacting advisors**

<b>Department</b>	<b>Programs**</b>	<b>Contact(s)</b>	<b>Location</b>	<b>Phone #</b>
Advising Center	Liberal Studies General Undeclared Students	Nancy Parks	HB 201	367-4990
Business, Aviation & Technology	Business/Tech Administration	Jerry Bacza	ET 302 A	367-4632
		Bev Jones	ET 202	367-4221
	Business	Jerry Bacza	ET 302 A	367-4632
	Information Systems	Matthew DeMaria	ET 201 E	367-4184
	Entrepreneurial Studies	Jerry Bacza	ET 302 A	367-4632
	Graphics Technology	Kari Coffindaffer	ET 302 B	367-4638
	Drafting/Design Engineering Technology	Chris Toothman	ET 408	367-4977
	Aviation	Tom Stose Annette Schorr	NAEC 116 NAEC 119	367-4800 367-4061
Health Careers	Emergency Medical Services	Benjamin Tacy	214 Merchant Street	367-4501
	Health Information Tech	Amy Cunningham	ATC 116K	367-4764
	Medical Laboratory Tech	Melissa White	ATC 104	367-4790
	Physical Therapy Asst	Emily Ryan	CC 310 A	367-4043
	Respiratory Care	Michael Walls	ATC 116N	367-4874
	Radiological Technology	Michael Waide	ATC 200G	367-4284
	Veterinary Technology	Anna Romano	HHH 116	367-4763
	Laboratory Assistant	Michael Waide	ATC 200G	367-4284
	Licensed Practical Nurse	Casey Conaway	Braxton County ATC 105	367-7239 333-3734
	Medical Admin. Assistant Phlebotomy Administrative Support	Amy Cunningham Michael Waide Amanda Hawkinberry	ATC 116k ATC 200G ATC 200F	367-4764 367-4284 367-4882
Human Services	AMSL/Interpreter Training	Ruby Losh	JH 301 A	816-0658
	Applied Design/Fashion Design	Beth Newcome	VS 104	367-4298
	Applied Design/Interior Design	Rachel Plybon Beach	VS 104	367-4367
	Criminal Justice	Les Boggess	HB 315	367-4678
	Homeland Security	Keegan App	HB 309	367-4288
	CRJU Advisor	Stevie McDonald	HB 315	367-4211
	Early Childhood	Lori Barrett	ED 140	367-4846
	Early Childhood - Preschool			
	Food Service Management -Culinary -Pastry & Baking -Dietary Mgmt/Resort &Hotel Mgmt -Culinary Arts	Jay Mahoney Allison McCue Pam Hamilton	ED 132 ED 138 ED 139	367-4409 367-4306 367-4939
	Liberal Studies/Para-Education	Mary Jo Rutherford	ED 137	367-4919
	Liberal Studies/Social Work	Debra Benedetti	JH 200	367-4803
	Liberal Studies	Susan Coffindaffer	ED 144	333-3668
	Paralegal/Paralegal Land Mgmt	Pamela Hamilton	ED 139	367-4939
	Events Management	Rachel Plybon Beach	VS 104	333-3668
	Interior Design/Applied Design	Brooke Nissim-Sabat	ED 141	367-4843
WVCNC-WV Child Nutrition				
Workforce Development	Advanced Process Tech. Electrical Utility Technology (Power Systems Institute) Petroleum Technology	Doug Furr Jhaye Jones	ATC ATC 221 B	367-4911 367-4931
		Nathan Rakestraw	ATC 223B	534-7807
	Administration	Lynn Ebbert	ATC 200 I	534-7888

## TUITION AND FEES

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- ❖ **Fees are subject to change upon approval of the Pierpont Board of Governors and the Higher Education Policy Commission.**

### Pierpont Enrollment Fees per Semester

	<u>WV Resident</u>	<u>Non-Resident</u>
12 hours or more, full-time students .....	\$2,459.00 .....	\$5,842.00
11 hours .....	2,289.00 .....	5,380.00
10 hours .....	2,081.00 .....	4,891.00
9 hours .....	1,873.00 .....	4,402.00
8 hours .....	1,665.00 .....	3,913.00
7 hours .....	1,457.00 .....	3,424.00
6 hours .....	1,249.00 .....	2,935.00
5 hours .....	1,041.00 .....	2,446.00
4 hours .....	833.00 .....	1,957.00
3 hours .....	625.00 .....	1,468.00
2 hours .....	417.00 .....	979.00
1 hour .....	209.00 .....	490.00
New Student Fee (Non-refundable Fee) .....		\$120.00
Course Fee (per credit hour) .....		\$6.00
Late Registration Fee (Non-Refundable Fee) .....		\$50.00
Reinstatement Fee (Non-Refundable Fee) .....		\$25.00
Aviation Course Fee (per credit hour) .....		\$35.00
Late Payment Fee (Non-Refundable Fee) .....		\$50.00

- ❖ **Some classes are subject to having course fees assessed because of lab costs, computer costs, or other excessive expenses for the course. These fees are not printed in this schedule.**
- ❖ **See catalog for a complete listing of other fees.**
- ❖ **The term "resident" refers to classification for fee purposes only.**
- ❖ **Registration is not complete until payment is arranged and/or fees are collected.**