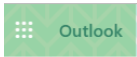


We are glad you are enrolled in Pratt Community College classes! Now what?

1. **Email:** Use Office 365 and check your college email regularly. Professors and staff use this as a communication and teaching tool. Also, you have access to these apps when you are in Outlook: Etrieve/Ecentral, Canvas, Self-Service. Email format- bbeaver12345@prattcc.edu



Pro Tip: Put your email username and password in your phone! PCC Admissions does not have access to your password once you change it. Forgot your password? Use this to reset: <https://ssrpmweb.prattcc.edu/>

Which One Should I Use?

 Etrieve Drop/Withdraw Form	 Self-Service Enroll in classes Check grades See billing information	 canvas PCC Canvas Both complete online and in-person use
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2. Supplies:

- a. **Textbooks-** If the high school doesn't supply textbooks, it is the student's responsibility to purchase them. Students can purchase or rent them through the PCC bookstore. Which books should I purchase or rent? In your Self-Service account, view your schedule, click on the individual class to see book information link.
 - b. **Computers-** Students should have access to computers which have the ability to use the Office 365 suite, Zoom application, Canvas website a camera and microphone, all of which are utilized by Pratt Community College. Please note that some classes may require software with higher requirements, ex. Graphic Design, INT, eSports, etc. Please check with your instructors.
3. **Attendance-** Regular attendance is required and is set by the instructors. High school activities are not automatically excused. Please refer to the PCC Learning Calendar for important dates. Communicate with your professor if you are unable to attend.
 4. **Grades-** Regularly checking your grades through Self-Service is strongly recommended. Parents are not provided username and password directly from PCC. We will communicate directly with your student regarding courses and information.

5. **Course Syllabus-** Students should read the syllabus, which outlines course requirements, expected learning outcomes, grading and attendance policies.
6. **Edukan-** Edukan is a separate online system from PCC Online. Students who take Edukan classes must set up an additional account for Edukan enrollment.
7. **Making a Change- VERY IMPORTANT THAT YOU FOLLOW THE PCC POLICIES AND PROCEDURES IN THE HANDBOOK FOR ADD, DROP, WITHDRAW.** No retroactive credit is given for classes. If you decide to make changes- add, withdraw or drop, you **MUST** talk to your high school counselor and the College Start coordinator (Lisa Stinson) and keep us informed. Dropping a course at the high school does not automatically drop you from your PCC/Edukan classes. Pro Tip: Communicate.

On-Campus or Online Calendar Dates

Please use the Learning Calendar for more dates.

August 15- Information Session 17- PCC Classes Start	September 5- Labor Day/PCC No Class	October 3-7 PCC Mid-term week 10- PCC Fall Break/No Class	November 23-25 PCC Thanksgiving Break	December 6-8 PCC Finals 13- PCC Final grades entry
January 11- PCC Classes Start 16- MLK Day/PCC No School	February 27- No PCC Class	March 6-10 Mid-Term Week/No PCC Class 13-17 Spring Break/No Class	April 7- PCC No Class 10- PCC No Class 20-PCC Beaver Building Day	May 9-11 PCC Finals 16- PCC Final grades entry

Transferability- If you are planning to transfer to another college after PCC, please check to see how your credits will transfer. There is a section in the handbook on page 3 about transferring credits.

Earn as You Learn Scholarship- Awarded to each student who earns an A or B in a College Start class. Up to 9 credits can be earned per semester. Please see the handbook for details!

If you have any further questions please contact Lisa Stinson at (620)450-2171 or via email at lisas@prattcc.edu

