FREQUENTLY ASKED QUESTIONS
For New, Returning, and Continuing Students!

New Students
Never taken classes at PDCCC

1. How to Become a Student: Five Steps!
- Apply
- Get Transcripts to College
- Take Placement Tests
- Schedule Classes
- Pay Tuition

Below are the facts you need to do the above...in five steps!

STEP ONE: APPLY
2. How do I apply to the college?
The first step to becoming a student at Paul D. Camp Community College is to complete the Online Application. If you have attended another Virginia Community College but have never attended PDCCC, an application is needed.

STEP TWO: TRANSCRIPTS
3. I have taken college classes either during high school or at another college or university. How do I get transfer credit for those classes and make sure I don’t re-take a class I don’t need?
Submit your official college/university transcripts that show the college classes you have taken.

STEP THREE: PLACEMENT TESTS
4. How do I know that I am ready for college level academic work?
Take Placement Tests at the appropriate campus or center location. Please contact the Admissions Office to schedule a testing time and to determine if the test is required.

Placement Test Dates: There are test dates available when the college reopens after the holiday break on January 2.

It is important to review the online Placement Tests practice tests. Please review these Practice Test Instructions prior to attempting the test. Practice Tests will assist you in reviewing and preparing for the Placement Test.

STEP FOUR: SCHEDULE CLASSES
5. How do I select my classes? What is the best math class for me?
Meet with a PDCCC counselor to discuss your test results and select your classes. For a listing of classes offered, see the Schedule of Classes.

Counselors will be available to assist new students and returning students on Thursday, January 2 and Friday, January 3 from 8:30 a.m. until 6:00 p.m. Extended hours are also offered on Saturday.
STEP FIVE: PAY TUITION

6. How do I pay for classes?
Pay tuition and fees by deadline using one of the available payment options. You may pay in person at the Business Office on Franklin and Suffolk Campuses. You may also pay by credit card (Visa or MasterCard) by using the online system. You may call the Business Office at 757.569.6702 or 757.925.6301.

   i. Helpful links:  Tuition Rates & Ways to pay tuition

General Related Questions

7. I have attended another Virginia Community College and owe them money. Does that matter?
Debts to any Virginia Community College must be repaid prior to enrolling at PDCCC. It is important to talk with a college counselor about the impact your situation will have on your enrollment at PDCCC.

8. When is New Student Orientation?
For Spring 2014, these important sessions will be held on both the Franklin and Suffolk campus on Friday, January 3, 2014 – 5:00 p.m. – 7:00 p.m. Plan to attend!

9. How do I get my textbooks?
Once you have your class schedule, you can utilize the Barnes and Noble @ PDCCC to get your textbooks. They have a user friendly webpage that allows you to know what books are required and recommended for each of your classes. Go to Barnes and Noble at PDCCC and click on the ‘Textbooks’ link.

   The campus locations will be open as follows:
   Franklin:  Thursday, January 2 & Friday, January 3:  8:30 a.m. – 7:00 p.m.
               Saturday, January 4: 10:00 a.m. – 2:00 p.m.
   Suffolk:  Thursday, January 2 & Friday, January 3:  8:30 a.m. – 7:00 p.m.
               Saturday, January 4: Closed

Financial Aid FAQ for New Students

1. What do I have to do in order to apply for financial aid?
File a Free Application for Federal Student Aid (FAFSA). Apply online at FAFSA. Apply every year after January 1st. Be sure to include the PDCCC federal school code, 009159, on your application.

2. What are the deadlines to file for financial aid?
The final deadline to apply for aid is the end of the academic year. However, to ensure aid is in place by the time tuition is due, generally the student should file by:

   • May 15th for new or returning Fall students
   • October 1st for new Spring students
   • April 15th for new Summer students

Although the priority filing date to ensure aid has passed, students may still apply, and if eligible, will be awarded. Students who are awarded for Fall term will also be awarded Spring aid, and do not need to reapply for Spring aid.

3. How many credits do I have to enroll in to be eligible for financial aid?
It depends on your Expected Family Contribution (EFC), and the types of aid for which you qualify.

Most Pell recipients can receive financial aid for as little as one class. However, some types of aid require at least half time enrollment. Aid could be cancelled altogether, if enrolled for less than the minimum number of credits required for that specific type of financial aid. Be sure to read the messages on page 2 of the Financial Aid Notice (award letter) for aid-specific requirements.
4. **How much money can I get for school?**
Financial aid varies for each student depending on the FAFSA, the enrollment level, cost of attendance for the school, and aid available to each school.

Enrolling in 12 credits is full time and results in receiving the full Pell grant. Enrolling in 9 to 11 credit hours results in receiving 75% of Pell grant funds. Enrolling in 6-8 credits results in receiving 50% of Pell grant funds. Enrolling in less than 6 credits will decrease Pell amount to between 25% and 0%.

Students who apply by the priority filing deadline may have access to other funds that deplete quickly. After receiving the FAFSA, the Department of Education takes that information and calculates an EFC. Financial aid is determined based upon the EFC and the cost of attendance for each student, at each college. At PDCCC, a full Pell grant recipient (EFC=0) receives enough aid to cover all in-state tuition/fees and books, and usually has money left over to help pay some living expenses.

5. **I still have other questions. Is there anything I can do before January 2 when offices reopen?**
You should review the [Complete Financial Aid FAQs](#) for answers to additional questions.
Returning Students

Have taken classes before but not enrolled in current semester.

1. **How long has it been since you were enrolled in class at PDCCC?**
   If it has been more than 3 years, you should complete the [Online Application](#). If you have attended another Virginia Community College but have never attended PDCCC, an application is needed.

2. **I have taken college classes either during high school or at another college or university. How do I get transfer credit for those classes and make sure I don’t re-take a class I don’t need?**
   Submit your official college/university transcripts that show the college classes you have taken.

3. **How do I select my classes?**
   Meet with a PDCCC counselor to determine if a placement test is needed and to discuss the next steps. For a listing of classes offered, see the [Schedule of Classes](#).

4. Counselors will be available to assist new students and returning students on Thursday, January 2 and Friday, January 3 from 8:30 a.m. until 6:00 p.m. Extended hours are also offered on Saturday.

5. **How do I pay for classes?**
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   **Helpful links:** [Tuition Rates](#) & [Ways to pay tuition](#)

6. **I left PDCCC without finishing the semester last time I was there. I think I may owe some money and I am not sure about my academic status with the college. What will happen?**
   Debts to the college must be repaid prior to enrolling. It is important to talk with a college counselor about the impact your situation will have on your enrollment at PDCCC.

7. **I have attended another Virginia Community College (i.e. Tidewater Community College, Thomas Nelson Community College) and owe them money. Does that matter?**
   Debts to any Virginia Community College must be repaid prior to enrolling at PDCCC. It is important to talk with a college counselor about the impact your situation will have on your enrollment at PDCCC.

8. **Should I attend New Student Orientation even though I am not a new student?**
   If you have been away from the college for more than a semester, it is a good idea to attend the new student orientation session. It will provide up-to-date information. Things may have changed since you were last a student here.

9. For Spring 2014, these important sessions will be held on both the Franklin and Suffolk campus on Friday, January 3, 2014 – 5:00 p.m. – 7:00 p.m. Plan to attend!

10. **How do I get my textbooks?**
    Once you have your class schedule, you can utilize the Barnes and Noble @ PDCCC to get your textbooks. They have a user friendly webpage that allows you to know what books are required and recommended for each of your classes. Go to [Barnes and Noble at PDCCC](#) and click on the ‘Textbooks’ link.

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Financial Aid FAQ for Returning Students

1. Could my previous academic performance impact my Financial Aid award?  
When Federal funds such as the Pell grant are used to pay for college, there is a requirement for Satisfactory Academic Progress (SAP) in order to continue to receive aid. Contact the Financial Aid office to determine the specifics of your situation. They can be reached at 757-569-6715 in Franklin and 757-925-6346 in Suffolk. Email may be sent to pdc_financial_aid@pdc.edu. Some situations are more easily resolved than others.

2. What are the deadlines to file for financial aid?  
The final deadline to apply for aid is the end of the academic year. However, to ensure aid is in place by the time tuition is due, generally the student should file by:

- May 15th for new or returning Fall students
- October 1st for new Spring students
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Although the priority filing date to ensure aid has passed, students may still apply, and if eligible, will be awarded. Students who are awarded for Fall term will also be awarded Spring aid, and do not need to reapply for Spring aid.

3. What is Satisfactory Academic Progress (SAP)?  
A Federal requirement; qualitative and quantitative measurements are used to determine if a student is making progress toward his or her stated degree objective. All students need to have a degree objective (certificate or associate’s degree) in order to qualify for financial aid.

Each school is required to measure progress at intervals by checking 4 areas: grade point averages (GPA); completion rate (percentage of classes completed); maximum time frame allowances (150% rule); and developmental credit classes limit (no more than 30 credits).

For GPA and Completion rate violations, one automatic warning semester will be given, then the student must meet SAP when those grades post. No additional warnings are given.

An appeal process does exist for students with mitigating circumstances after the warning semester. PDCCC’s SAP policy is mailed with each student’s award letter each year, and is in the College Catalog.

4. I still have other questions. Is there anything I can do before January 2 when offices reopen?  
You should review the Complete Financial Aid FAQs for answers to additional questions.
Continuing Students
Enrolled in the current semester, planning for the next semester

1. **How do I register for classes?**
   See the below easy steps to class registration!

<table>
<thead>
<tr>
<th>Easy Steps to Class Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Contact your Academic Program Advisors to determine course selections</td>
</tr>
<tr>
<td>2) Log into My PDCCC</td>
</tr>
<tr>
<td>3) Click: VCCS SIS: Student Information System</td>
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<tr>
<td>4) Click: Enrollment</td>
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<tr>
<td>5) Click: Enrollment: Add Classes</td>
</tr>
<tr>
<td>6) Select: Appropriate Semester and School (EX: Spring 2014 @ PDCCC)</td>
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<tr>
<td>7) Click: Continue</td>
</tr>
<tr>
<td>8) Click: Search</td>
</tr>
<tr>
<td>9) Type: 3 digit Subject in Course subject box (EX: MTH)</td>
</tr>
<tr>
<td>10) Type: 3 digit course catalog in Course Number box (EX: 121)</td>
</tr>
<tr>
<td>11) Click: Search</td>
</tr>
<tr>
<td>12) Click: Select Class on appropriate course (upper right of description)-pay close attention to dates &amp; times</td>
</tr>
<tr>
<td>13) Click: Next <em>some classes may require a repeat of this step before proceeding</em></td>
</tr>
<tr>
<td>14) Repeat steps 8-13 until ALL needed classes are included in the Shopping Cart</td>
</tr>
<tr>
<td>15) Click: Proceed to step 2 of 3</td>
</tr>
<tr>
<td>16) Click: Finish Enrolling -message indicates success</td>
</tr>
<tr>
<td>17) <em>If you encountered error message, please see the Office of Admissions or the Computer Lab Assistant.</em></td>
</tr>
<tr>
<td>18) Click: My Class Schedule</td>
</tr>
<tr>
<td>19) View or print class schedule.</td>
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Thank you for your interest in Paul D. Camp Community College.
Call us at 757.569.6700 is you’d like to meet with an Advisor!