

Prince William Sound
Community College



Adjunct Faculty
Handbook

INTRODUCTION

Welcome to the faculty of Prince William Sound Community College. PWSCC is the only independently accredited community college in the state of Alaska and serves approximately 2,000 students each semester with a full time equivalency (FTE) of about 300 students.

To meet the needs of such a diverse student body, PWSCC employs competent and dedicated faculty, of which the adjunct faculty members are an integral part. Collectively, the adjunct faculty brings a wealth of experience, talent and enthusiasm, which complements the full-time teaching staff and helps to provide high quality educational services to our student body.



This handbook has been designed to help you become more informed about the campus, its resources and your role as an instructor. Please read it carefully, refer to it often, and if you have any further questions, please contact the Dean of Instruction, Wes Lundburg, or the Assistant to the Dean.

Dean of Instruction
Wes Lundburg
P.O. Box 97
Valdez, AK 99686
(907)834-1662
plundburg@pwscc.edu

Assistant to the Dean
Samantha Fickes
P.O. Box 97
Valdez, AK 99686
(907)834-1660
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ACCREDITATION

Prince William Sound Community College is accredited by the Northwest Commission on Colleges & Universities, an institutional accrediting body recognized by the Council on Postsecondary Accreditation and the U.S. Department of Education.

COLLEGE MISSION STATEMENT

Prince William Sound Community College offers accessible and affordable education to students of all ages, races, cultures, economic levels, and previous educational experience. As a public, comprehensive community college, this multi-campus institution offers lower division college transfer, occupational, technical, basic skills, wellness, cultural, and community education programs. Partnerships with business, industry, educational institutions, and public sector agencies provide training opportunities for the local work forces and promote economic development. Through effective teaching and supportive student services, Prince William Sound Community College prepares students for success as individuals, as members of democratic society and citizens of a rapidly changing world.

PWSCC OBJECTIVES

- Provide educational opportunities, from the developmental to the associate levels, to students throughout the college's service area.
- Provide an academically sound and readily transferable liberal arts and general education curriculum.
- Provide entry-level and continuing vocational education and training to meet the needs of evolving job markets.
- Provide cultural and personal enrichment opportunities to the people of our service area.
- Provide cross-cultural experiences involving individuals from a variety of ethnic, generational, and international groups.
- Provide support services, which allow students to fully benefit from the College's programs.
- Encourage high standards and innovation through a commitment to employee development.
- Ensure that the College functions as a visible, accessible and integral part of the communities it serves.

INSTITUTIONAL AND EDUCATIONAL ASSESSMENT AT PWSCC

PWSCC has embraced assessment as a critical process in efforts to strengthen the institution and the educational programs provided. The assessment process includes multiple activities that produce indicators of effectiveness, consumer satisfaction and adherence to the institutional mission. Information gained from assessment activities results in recommendations that target areas of identified need or ways to expand and strengthen educational programs and services provided by PWSCC. Assessment information provides a foundation for the development of departmental goals and long range planning for the institution.

As an adjunct faculty member you play an important role in the assessment process at PWSCC. Periodically you will be asked to participate in assessment activities such as distributing and collecting surveys in your classes, encouraging students to submit copies of their work to be included in online portfolios, facilitate distribution of student course evaluations, complete surveys yourself as an employee or consumer of PWSCC services, etc. Your support and completion of these activities is critical to the reliability and validity of the information collected and ultimately the decisions that are made based on that data.

All assessment activities and resulting recommendations are summarized in Assessment Activity Report and in the PWSCC Annual Assessment Reports. These reports are distributed to each PWSCC department and campus. We encourage you to become familiar with the assessment process, and the contents of the PWSCC Assessment Reports.

Any questions or suggestions should be directed to the Dean of Instruction, Wes Lundburg (834-1662 or plundburg@pwscc.edu).

PERSONNEL PAPERWORK

Documentation of each adjunct faculty member's qualifications is kept on file in the Office of the Dean of Instruction. This paperwork includes:

- Resume
- Transcripts
- Three (3) letters of recommendation

Without this documentation, the Academic Review Committee cannot approve an instructor to teach at PWSCC. It is the instructor's responsibility to supply these documents to the Dean's office. The resume and transcripts should reflect substantial study and/or experience in the discipline to be taught. The letters should address either the faculty member's experience in the discipline or his or her teaching abilities.



Documentation of adjunct faculty qualifications is reviewed every three years by the Academic Review Committee. It is the instructor's responsibility to provide the Dean's office with an updated resume, letters and transcripts of any courses taken since the prior review.

Personnel files are handled through the Human Resources Department, which is located in the Business Office at the Valdez campus. All faculty must complete the following list:

- W-4 form
- I-9 (Immigration and Naturalization form)
- Personal Demographic Form
- Notification of Previous Injury or Illness
- Two (2) Ethics Disclosure (Nepotism and Outside Employment) forms
- University of Alaska Application for Employment

The HR office will have a packet of any other information or paperwork you may need and the necessary instructions for filling them out. Please contact the Human Resource Technician, at 834-1623 if you have any questions.

Access employment information via the internet at UAOnline (uaonline.alaska.edu).

Faculty members can access the following online:

- Employment history
- Payroll history
- Change Address or Email
- Update personal information

To re-activate your PIN, or if you have questions about accessing UAOnline contact the following:

Kathy Ivie, UAA HRS: 786-1454
ankoi@uaa.alaska.edu

Sandra Blum, UAA HRS: 786-1429
ansmb@uaa.alaska.edu

Pam Jacobs, UAA HRS: 786-1422
pjacobs@uaa.alaska.edu

For more information or as a useful tool please visit the UAA HR website at:
www.uaa.alaska.edu/humanresources/

INSTRUCTOR RESPONSIBILITIES

A Course Outline is kept on file in the Records and Admissions Office and Office of Instruction for each course taught at Prince William Sound Community College. A copy of the Course Outline will be provided to the instructor by the Instruction Department for the appropriate course the instructor is scheduled to teach. It is the intent of PWSCC to provide an up-to-date, relevant curriculum. An instructor should discuss proposed new course(s) or curriculum change(s) with the Dean of Instruction. Course outlines are approved by the Academic Review Committee and must be resubmitted every three years to ensure continued relevance and adherence to PWSCC's General Educational Outcomes.

Using the Course Outline, the instructor can write a course syllabus for the course the instructor is scheduled to teach. This syllabus should be handed out to the students at the first class meeting and a copy must be provided to the Dean of Instruction. The syllabus shall explain the instructor's expectations of the students, the grading criteria to be used for the class, the extent of the material to be covered, the class objectives, the attendance policy, and will provide a bibliography.

The following list may be used as a guideline when forming a syllabus:

- Course number, title and catalog description
- Semester and number of credits
- Instructor name and contact information, such as e-mail address, phone number, or office hours
- Course outcomes with linkage to general educational outcomes
- Explanation of evaluation techniques and grading procedures
- Attendance policy
- Chronological outline/assignments
- Number of hours expected for outside class work
- Text, readings, and bibliography
- Withdrawal and Incomplete policy
- Accommodations available for students with documented disabilities
- How to obtain final grades and return papers

STANDARD OF INSTRUCTION

The standard measure of coursework – the credit hour – is defined as fifteen (15) hours of classroom instruction, including exams. In addition, the student is expected to spend twice this amount in outside preparation. Thus, classroom instruction for a three-credit course would be forty-five (45) hours, and the

student is expected to spend an additional ninety (90) hours outside the classroom in preparation. Some courses require additional contact time and/or outside work. One (1) contact hour is defined as fifty (50) minutes of contact time.

FACULTY CLASS ATTENDANCE

The instructor must attend each class session or conduct make-up classes as necessary, and it needs to be approved by the Dean. The instructor should arrange a guest lecturer or substitute when it is not possible to attend a scheduled class. If the instructor is unable to arrange a substitute and must cancel class, it is his or her responsibility to notify the students and to notify the Instruction Office or Admission and Records Office. In case of an emergency, when class must be canceled and the instructor is unable to notify the students, notify the Instruction Office (834-1660) or the Admission and Records Office (834-1632) so the students can be contacted and a notice can be posted.

STUDENT ATTENDANCE AND FACULTY INITIATED WITHDRAWALS

Regular attendance and active participation are expected in all classes. A student is responsible for course work even if there is a legitimate reason for absence.

Grading based solely on attendance is indefensible. PWSCC practice is to build this approach around participation, groupwork, in-class assignments, etc. Unreasonable refusal to accommodate a bona fide emergency absence or an official absence may be appealed under the Academic Appeals Process.

Students are responsible for making arrangements with instructors in advance of a scheduled absence to accomplish course requirements. Faculty are encouraged to make reasonable accommodation for such situations. In some cases, however, accommodation may not be possible.

An instructor may initiate a drop/withdrawal for a student who fails to meet individual course attendance requirements; however, the instructor is under no obligation to do so.

At the beginning of the semester, instructors may begin to drop students who fail to attend class by the seventh calendar day of the semester. Faculty initiated drops/withdrawals are permitted through week twelve (12) of the semester for semester

length courses (15 week). Add/Drop forms are available in the Admissions and Records Office.

STUDENT PROGRESS REPORTS (SPR)

Q. What is a Student Progress Report?

A. The Student Progress Report is a part of an early warning system designed to identify, report, and provide feedback for students who are identified by instructors as having academic difficulties. Instructors submit a SPR and detail concerns regarding Excessive Absences, Missed or Incomplete Assignments/Projects, Failed Exams or Quizzes or other issues.

Q. How do I send an SPR to a student?

A. Student services can provide you with a mailing address or email address for the student involved. Please submit a copy to Student Services so that they can contact the student as well.

Q. Who participates in the SPR System?

A. All Prince William Sound Community College instructors are included in the SPR System.

Q. How many SPR's should I submit on one student?

A. The choice is yours as an instructor. If you feel that two is sufficient, then two it is. If you think a third might precipitate positive action, then a third one is appropriate.

CLASS ROSTER

Generally, class rosters will be available (either in the instructor's mailbox or in the Instruction Office) just prior to the first day of class and during weeks 2, 3, 10, and 13. If a student's name does not appear on a printout, direct that student to the Admissions and Records Office to correct the problem. A student cannot be allowed to attend class if his/her name does not appear on the roster by the third week of class. Being properly registered is the student's responsibility.

Each class roster should be carefully checked to verify the accuracy of the class meeting information (course number, meeting time, room location, instructor, student name and status). If any of this information is incomplete, contact the Admissions and Records Office to have the problem corrected. Student contact information, such as phone numbers, should be verified for accuracy.



Under no circumstances should copies of class rosters be given to a student or anyone else. These rosters are confidential documents covered by the Family Educational Rights and Privacy Act (FERPA). This act provides for access to student records and confidentiality of those records on a need-to-know basis provided that no information is released to a third party. All requests for a student's records must be made to the Admissions and Records Office. When you are finished with the class roster, please destroy it so others cannot misuse the information.

FINAL EXAMINATIONS AND PAPER

Specific instructions for students regarding final exams/papers should be listed on the course syllabus. Please refer to the semester class schedule in reference to the final exam schedule.

GRADING POLICIES

(The following policies are all outlined in the college catalog in detail.)

- Final Grade Rosters

Final Grade Rosters will be received after the twelfth week of class and before final exams begin. All students appearing on the grade roster must be graded. Grades are to be filled in; each page must be signed and dated by the instructor and returned to the Admissions and Records Office no later than the date given on the bottom of the form. If the grades are faxed, the originals must be mailed to the Admissions and Records Office as soon as possible.

If a student is missing from the grade roster, print the name of the student, the student ID number and the grade at the bottom of the roster. The registrar will then check for a valid registration form before recording the grade.

- Final Grades

Final grade type is determined at the time of academic approval for the course and cannot be altered other than by academic process. The grade mode is listed on the right side of the grade roster. It is either 1-Letter Grade or 4-P/NP. This is the only acceptable grading option for the class. Individual instructor's grading processes should be clearly outlined in the class syllabus.

ACADEMIC LETTER GRADES

Individual instructor's grading processes should be clearly outlined in the class syllabus.

Letter grades carry grade points that are used to calculate GPAs.

- A** An honor grade; indicates thorough mastery of the subject.
- B** Indicates above average level of performance
- C** Satisfactory or average level of performance
- D** Lowest passing grade; work of below average quality
- F** Non-passing grade

NON-ACADEMIC GRADES

- P** Indicates passing work
- NP** Indicates work that is not passing

I Incomplete; An Incomplete grade (I) is a temporary grade and may be given when a student, due to unavoidable circumstances, has been unable to complete the course work and asks the instructor for an extension. The complete course work must be at least a "C" level. This grade requires a contract that outlines the requirements and time frame to complete the course work and is signed by the student and instructor. The time frame can be up to one year, and the completion date is to be specified in contract. Upon the completion of the required course work, the instructor must submit a Change of Grade form to the Admissions and Records Office. If the course work is not completed within the stipulated time, the instructor may submit a failing grade and it becomes an "F" after one semester. If the instructor fails to submit a change of grade at that time, the "I" will become the permanent grade and it will become necessary for the student to reregister to obtain credit for the course.

DF Deferred; A "DF" (deferred grade) is a temporary grade used to indicate that course requirements cannot be completed before the end of the semester. Credit will be withheld without academic penalty until the course requirements

have been met. If course work has not been completed prior to applying the course towards a graduation requirement, the “**DF**” will become a permanent grade and it will be necessary for the student to reregister to obtain credit for the course. A Change of Grade can be obtained from the Admissions and Records Office and must be submitted by the instructor with the final grade when the course requirements have been met and the students have been assigned a final grade. This grade is intended to be used for an entire class, not individual students.

When a student withdraws from a class, a “**W**” will be shown in the grade line on the final grade roster.

When a student audits a class, an “**AU**” will be shown in the grade line on the final grade roster.

CHANGE OF GRADE

Grades submitted by instructors to the Admissions and Records Office, other than “**DF**” or “**I**”, are assumed to be final grades. A grade may not be changed unless a legitimate error has been made in the grade calculation on the part of the instructor. Corrections of grading errors must be made by the end of the semester following the one in which the grade was given. The appropriate instructor or the staff designee must submit a Change of Grade form to the Admissions and Records Office. Change of Grade forms will not be accepted if submitted to the Admissions and Records Office by the student.



ADJUNCT FACULTY EVALUATION

The Adjunct faculty evaluations are completed on a regular basis. An adjunct faculty member is evaluated in a two-part process:

1. The Dean of Instruction conducts a classroom observation followed by a post-observation conference and written summary. A copy of the evaluation is maintained in the Instruction Office and Human Resources Department. Observations are conducted on a 3-year rotation following the initial observation. In Center for Human Development cases, the Dean will designate a CHD professional to conduct the evaluations and likely by Margy Kassier.
2. Student course evaluations are completed at the end of each semester or last class meeting. The student course evaluations are summarized by the PWSCC Instruction office and at the end of each semester. These evaluations are reviewed by the Dean of Instruction and copied to the adjunct faculty member.

If an adjunct faculty member consistently teaches consecutive semesters, the classroom observations will occur during the first semester of teaching and on a 3-year rotation thereafter. The student course evaluations are completed each semester. If you need more information on the evaluation process or have questions, please contact the Office of Instruction at 834-1660.

SUPPORT SERVICES

DISABILITY SUPPORT SERVICES

At Prince William Sound Community College, providing equal opportunities for students who experience disabilities is a campus-wide responsibility and commitment. The Student Services Department is responsible for coordinating support services for students who experience disabilities. Students who experience all types of disabilities are eligible for support services. If students request accommodation, documentation verifying the disabling condition and supporting the accommodations requested must be provided. Interested individuals are encouraged to contact the Student Services Department for more information and assistance.



TEXTBOOKS AND SUPPLIES

Textbooks may be ordered through calling 834-1660. Review/desk copies may be ordered directly from the publisher, and the Instruction Office may be able to assist you with ordering these.

Requests for instructional supplies must be made through the requisition system, and all expenditures must be approved in advance by the Dean of Instruction. Any additional fees (material fees) for the course should be discussed with and approved by the Dean of Instruction prior to the beginning of the semester.

CLERICAL SUPPORT

The office staff in the Instruction Office can provide clerical help, if necessary. Requests must be given sufficient time to process (examples include faxing or scanning course materials to students or other campuses). Adjunct faculty may use the copy machines in the mailroom and faculty office area for copying needs directly related to the class.

ROOM REQUESTS

Any specific requirements or requests for room assignments should be discussed with the Dean of Instruction prior to the beginning of the class. The office staff

can handle temporary changes and reserve rooms according to specific needs.

ADJUNCT FACULTY OFFICE

The Adjunct Faculty offices is in room 111, next to the Library Services Room, on the main campus in Valdez. This office is available for adjunct instructors to meet with students or to prepare materials for their classes. The office staff in the Instruction Office will have the entry code to the office, and a sign-up sheet will be posted each semester so that adjunct faculty may reserve the rooms for specific times. Math and English tutoring are also scheduled into these offices. An adjunct e-mail database is set up in the Instructional Office for communicating with all instructors. Let the Instruction office staff know if you need to reach any of the other instructors.

MAIL

Adjunct Faculty can find their mailboxes in the business office on top of the grey filing cabinets. Each faculty member has a labeled mailbox with their name on it, and checking the box is up to the instructor. Mailboxes are also used for updates on upcoming events, as well as serving as a place for students to hand in assignments.

COMPUTER ACCESS

There are computers available for instructors to use in the Adjunct Faculty Offices. Please bring discs or a USB drive to save any work that you do on these computers. In addition, the computers in the student labs are available for instructors to use any time the labs are open and are not being used for class work. As an adjunct faculty member, you will be assigned a PWSCC email address. Please let the Instruction Office and your students know whether this email address or another will be the best way to contact you.

TECHNOLOGY OR MEDIA EQUIPMENT REQUESTS

See the staff in the Instruction Office for any requests for equipment. The following is a list of available equipment:

- TV/VCR
- Slide projectors
- Overhead projectors
- Laptop computers for PowerPoint presentations

- Smart cart
- Smart Board
- Audio conferencing equipment
- Digital Camera

For basic supplies, such as markers and erasers, see the staff in the Instruction Office, or check the grey filing cabinet in the faculty office area.

LIBRARY SERVICES

The Valdez Consortium Library (VCL) is a joint college and city library located in the Valdez community a few blocks from the main campus building and student residence halls. The library provides materials to support the PWSCC curriculum and information resources that support learning, as well as recreational and entertainment resources for the community at large. The VCL mission is both compatible with and complementary to the PWSCC mission. The purpose of the Valdez Consortium Library (VCL) and other information resources at PWSCC is to support the developmental, academic and professional/technical curriculum, student learning and research.

School Year Hours:

| | | |
|---------------------|------|------------------------|
| Monday | 10-6 | |
| Tues., Wed., Thurs. | 10-8 | |
| Friday | 10-6 | |
| Saturday | 12-5 | |
| Sunday | | 1-5 (school year only) |

FACULTY PRIVILEGES

All faculty members may check out library items at any time. Faculty may check out items on a semester-long basis. Any faculty member may place Library and/or privately owned materials on Reserve. To use this service, please inform a library staff person of the following:

- 1) Instructor and class name
- 2) Length of time for the reserve
- 3) If, and for how long, the materials may be checked out.

The PWSCC video collection may only be checked out to the college faculty. A complete list of this collection is available at the library, or contact the Instruction Office for assistance.

Faculty members are encouraged to make new library material recommendations, especially in support of courses being offered during the current semester. These requests are turned in to the full-time faculty member in the appropriate discipline area. Requests are usually due at the end of the first month of classes.

STUDENT PRIVILEGES

Full time students may have 12 items checked out at a time. The circulation periods are as follows:

- Books, periodicals and music 28 days
- CD-Rom 14 days
- Videos 4 days
- Audio-visual equipment 2 days

Please inform your students that they need to identify themselves as full time students in order to be assigned this status.

JOINT LIBRARY CATALOG

Anchorage Municipal and UAA libraries' combined on-line catalog includes the holdings of the Valdez Consortium Library. The Joint Library Catalog can be searched by following the link at the Valdez Library's web site: www.ci.valdez.ak.us/library

Set up a PIN number by calling or coming in to the library, giving your name and a 4-digit number of your choosing. Using your PIN number, access your library account on-line; once there you can see what is checked out, do renewals, and place book requests.

INTERLIBRARY LOANS

Materials requested from libraries outside our system generally take from 2 to 4 weeks to arrive. Request forms are available at the front counter in the library.

The LaserCat may be used for searching the holdings of more than 600 libraries in the Western Library Network and requesting interlibrary loan materials.

REFERENCE MATERIALS

Books located in the library's reference section do not circulate. Exceptions may be made with the approval of the library director and the Dean of Instruction.

PWSCC INCIDENT ACTION PLAN

“Active Shooter or other Violent Threat on Campus” FOR EMPLOYEES AND STUDENTS

REDUCE CRIMINAL ACCESS TO YOU:

- Lock and barricade doors
- Stay out of sight
- Turn off lights and PC monitors
- Close window blinds
- Take cover behind heavy furniture / stay low
- Do not huddle with others – spread out in the room
- Do not tie up cellular telephone circuits except to report your situation to police

CALL 911

(8-911 FROM A PWSCC MAIN CAMPUS PHONE)

- Know your location and number of occupants in the room
- Description of suspect(s) and nature of activity

LEAVING A SECURE AREA

- If it is safe to do so...flee the building by the quickest route which may be a window.
- Consider your risks before leaving a secured area.
- The suspect will generally be stopped by an outside source such as Valdez Police so be prepared to follow police commands and keep your hands visible at all times if you should leave a secure area.
- Stay put and wait for instructions from emergency responders.

WHAT TO EXPECT FROM THE POLICE

- Police will first work to stop the suspect.
- Police will then seek and evacuate any injured victims.
- Police will then contact & identify everyone in the facility and arrange for medical care and interviews.
- Police will gather evidence of criminal activity.
- Emergency Response Team will arrange for counseling as needed.

IF THE GUNMAN GAINS ENTRY TO YOUR AREA:

- Create a strategy for action with those in the room with you
- Prepare to fight for your life: find something to be used as a weapon
- As a group you may need to attack and subdue the perpetrator
- Once the perpetrator is incapacitated, kick any weapons away and update the 911 dispatcher.

MISCELLANEOUS

Any guests in the classroom must have the instructor's prior approval.

Prince William Sound Community College is a smoke-free environment. Smoking is not permitted in any of the buildings.

Children are not allowed in classes. In addition, unattended children in the common areas present a potential safety hazard and are distracting to students. Possession and/or use of drugs, alcohol or firearms on campus property or at campus activities are forbidden.

In the event of a fire or other emergency, evacuation routes are posted in the college hallways and offices.

Disruptive students should be asked to step out of the classroom to speak with the instructor in private. If this does not help the problem, bring it to the attention of the Dean of Instruction.

Adjunct Faculty are eligible for membership in the union through UAA. For more information, contact: PWSCC Human Resources Office (834-1623)



FREQUENTLY CALLED PHONE NUMBERS

| Department | Name | Phone | Fax |
|-------------------------------|------------------|--------------|------------|
| Business Office | Steve Shiell | 834-1622 | 834-1627 |
| Dean of Instruction | Wes Lundburg | 834-1662 | 834-1691 |
| Grant Coordinator | Lisa Sparrell | 834-1673 | 834-1691 |
| Assistant to the Dean | Samantha Fickes | 834-1660 | 834-1691 |
| HR Technician | Ana Hinkle | 834-1623 | 834-1627 |
| Library | Kim McCarty | 835-4632 | 835-4876 |
| Maintenance | Doug White | 834-1636 | 834-1627 |
| Registration | Shannon Foster | 834-1632 | 834-1635 |
| Student Services Director | Position Open | 834-1631 | 834-1691 |
| Student Services Assistant | Gianna Thornton | 834-1645 | 834-1691 |
| Training Department | Alan Sorum | 834-1640 | 834-1641 |
| IT Department | Kevin Hurlley | 834-1643 | 834-1691 |
| Copper Basin Campus | Suzanne McCarthy | 822-3673 | 822-5574 |
| Cordova Campus | Susan Harding | 424-7598 | 424-7588 |

FACULTY

| Name | Phone | E-mail Address |
|--|--------------|-----------------------|
| Jo Ann Benda Developmental English | 834-1669 | jbenda@pwscc.edu |
| Dr. Robert Benda Math & Biology | 834-1668 | bbendaak@lycos.com |
| Dr. Julie Fronzuto Natural Sciences | 834-1633 | jfronzuto2pwscc.edu |
| Melodie Mackey Humanities | 834-1663 | mmackey@pwscc.edu |
| Carla Oster CIOS | 834-1674 | coster@pwscc.edu |
| Gail Renardson English | 834-1664 | grenardson@pwscc.edu |
| Toni LaFranchi Psychology/HUMS | 834-1665 | tlafranchi@pwscc.edu |
| Lois Platt Nursing | 834-1644 | lplatt@pwscc.edu |



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PWSCC IS AN AA/EEO EDUCATIONAL INSTITUTION