

Support Services at PVCC

All offices are open **Monday through Friday 8 a.m. - 5 p.m.** during the Fall and Spring Semesters unless otherwise noted below.

Admissions Office and Welcome Center

The PVCC Admissions Office Welcome Center is the primary point of contact for **prospective students** and **visitors** requesting College information and applications.

admissions@pvcc.edu
Tel: (434) 961-6551 Fax: (434) 961-5425

Blackboard Support

Blackboard Support is the primary point of contact for **faculty** and **students'** Blackboard problems. **Faculty** and **students** submit request for help via the online help link, email or phone.

<http://support.vccs.edu> or bbsupport@pvcc.edu
Tel: (434) 961-5316

Bookstore

The Follett Bookstore on campus sells new and used textbooks and classroom materials.

<http://www.bkstr.com/Home/10001-10411-1>
Tel: (434) 961-5317

Buildings & Grounds (B&G)

B&G assists **faculty** and **staff** with requests to set up/move furniture, with concerns regarding heating and cooling issues, and with general office supply requests. All interior and exterior safety issues should be sent to B&G as well.

b&ghelp@pvcc.edu
Tel: (434) 961-5447 or (434) 961-6509

Career Services

The PVCC Career Services Office provides a full range of career development services that include career assessment, counseling, workshops, job search strategies and on campus recruitment.

careers@pvcc.edu Tel: (434) 961-5264

Cashier

The PVCC Cashier receives payments for tuition, fees, and fines. Questions related to student bills, web payments, tuition refunds and eCashier may be referred to the Cashier. Distribution of pay checks are made at the Cashier's office.

Tel: (434) 961-5213

Center for Excellence in Instruction (CEI)

The CEI is open to the **faculty** and **staff** M-F 8am – 5pm. CEI is the point of contact for **faculty**, **staff** and **students'** Blackboard or Distance Learning questions. CEI Representatives:

- Assist with all Blackboard issues, including resetting passwords for **faculty** and **students**
- Assist with all Distance Learning issues for **faculty** and **students**
- Provides classroom equipment use training for **faculty**

http://www.pvcc.edu/center_for_excellence
Tel: (434) 961-5316 or (434) 961-5305

Counseling Center

The Counseling office provides academic advising for new and undecided students, transfer planning, general counseling, disabilities services and crisis counseling.

rlayne@pvcc.edu Tel: (434) 961-5264

Copy Center

The copy center provides all of the standard black/white printing, color copying, stapling and book binding for **faculty** and **staff**.
M-F 7 am-7:30 pm

copycenter@pvcc.edu Tel: (434) 961-5248

Disability Services

The Disabilities Services Counselor provides support and approves accommodations for students with disabilities.

shannifan@pvcc.edu Tel: (434) 961-5281

Financial Aid

The Financial Aid Office provides students with counseling, help with financial aid applications, and information on state, federal and institutional financial aid.

finaid@pvcc.edu
Tel: (434) 961-6545 Fax: (434) 961-6557

Grants

The PVCC Grants Office assists **faculty** and **staff** in developing grant proposals to procure institutional grant funding for projects that will accomplish the college's short- and long-term strategic initiatives and institutional priorities and that meet PVCC's mission to prepare students for transfer to four-year institutions or for high-demand careers that support the region's economy. The Grants Office is unable to provide grant writing assistance to individual students.

rantrobus@pvcc.edu Tel: (434) 961-5278

Human Resources

The Human Resources Office is located in room 810 of the main building (technology wing).

humanresources@pvcc.edu Tel: (434) 961-5245

Information Technology (IT) Help Desk

The IT Help Desk is the point of contact for **faculty**, **staff** and **students'** SIS 8.9 (Student Information System), email, or College computer-related issues. IT Help Desk Representatives:

- Troubleshoot computer hardware and software problems
- Assist users with problems logging on the LAN, email, PeopleSoft (or SIS) and other applications
- Reset forgotten passwords on the LAN, email or PeopleSoft
- Supply & assists with media equipment for **faculty** and **staff**
- Troubleshoot E-classroom equipment (including projectors, Elmos, VCRs, speakers and mixers)
- Deliver reserved equipment to classrooms

M-Th 8 am-10 pm, F 8 am-5 pm, and Sat, 9 am-12 noon

[http://www.pvcc.edu/information technology](http://www.pvcc.edu/information_technology) or
help@pvcc.edu

Tel: (434) 961-5261

Jessup Library

The library provides help with research using books, online journals, and more. Call to arrange library instruction classes.

M-Th 8 am-9:30 pm, F 8 am-5 pm, and Sat, 9 am-12 noon

Reference@pvcc.edu Tel: (434) 961-5309

Learning Center

The Learning Center provides tutoring services, academic coaching, time management skills, test –taking skills, and skill building.

M-Th 8 am-8 pm, F 8 am-5 pm, and Sat, by Appt. only

Also located within the Center are the Math and Writing Centers, which provide tutoring and supplemental instruction with trained tutors and Math and Writing faculty.

M-Th 9 am-7 pm and Sat, 9 am-3 pm

learningcenter@pvcc.edu Tel: (434) 961-5320

Marketing & Media Relations

Marketing and Media Relations oversees PVCC's brand and logo, the College's Web site, multimedia promotional campaigns, publicity, the printed class schedules, use of the AxisTV closed-circuit communications system and other marketing and media initiatives at the College.

ashowers@pvcc.edu or bgrantier@pvcc.edu

Tel: (434) 961-5202

Security

Available 24/7

Providing a safe and secure learning and working environment for students, faculty, staff, and visitors to the college.

Security – Main Building, room 218 (434) 961-5319

Security Officer Emergency Cell Phone (434) 981-6362

Weather/Emergency Message Line (434) 971-6673