

Support Services at PVCC

All offices are open Monday through Thursday 8 a.m. – 7 p.m. during the fall and spring semesters unless otherwise indicated below.

<p>Admissions and Advising Center M132</p> <p>The PVCC Admissions and Advising Center is the primary point of contact for students and visitors requesting College information and applications.</p> <p>admissions@pvcc.edu Tel: 434.961.6551 Fax: 434.961.5425</p>	<p>Copy Center M601</p> <p>The Copy Center provides standard black and white printing, color copying, stapling and book binding for faculty and staff.</p> <p>Mon–Thu 7:30 am–7:30 pm Fri 8 am – 5 pm copy_center@pvcc.edu Tel: 434.961.5248</p>
<p>Blackboard Support</p> <p>Blackboard support is the primary point of contact for faculty and students with Blackboard problems. Faculty and students submit requests for help via the online help link, e-mail or phone.</p> <p>http://support.vccs.edu or bbsupport@pvcc.edu Tel: 434.961.5316</p>	<p>Disability Services M125</p> <p>The disability services coordinator provides support and approves accommodations for students with disabilities.</p> <p>shannifan@pvcc.edu Tel: 434.961.5281</p>
<p>Bookstore Main Mall</p> <p>The Follett Bookstore on campus sells new and used textbooks and classroom materials, and rents textbooks.</p> <p>http://www.bkstr.com/Home/10001-10411-1 Tel: 434.961.5317</p>	<p>Financial Aid M136</p> <p>The Financial Aid Office provides students with counseling, help with financial aid applications, and information on state, federal and institutional financial aid.</p> <p>finaid@pvcc.edu Tel: 434.961.6545 Fax: 434.961.6557</p>
<p>Buildings and Grounds (B&G) M101A</p> <p>B&G assists faculty and staff with requests to set up or 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..</p> <p>b&ghelp@pvcc.edu Tel: 434.961.5447 or 434.961.6509</p>	<p>Grants Office M210</p> <p>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.</p> <p>rantrobus@pvcc.edu Tel: 434.961.5278</p>
<p>Career Services M128</p> <p>PVCC Career Services provides a full range of career development services that include career assessment, workshops, job search strategies and on campus recruitment.</p> <p>careers@pvcc.edu Tel: 434.961.5317</p>	<p>Human Resources M810</p> <p>The Human Resources Office administers human resource and payroll programs and is located in M810 in the technology wing of the main building.</p> <p>humanresources@pvcc.edu Tel: 434.961.5245</p>
<p>Cashier M237</p> <p>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 is made at the Cashier’s Office.</p> <p>Tel: 434.961.5213</p>	

Information Technology (IT) Help Desk
M832

The IT Help Desk is the point of contact for faculty, staff and student SIS (Student Information System), e-mail, or college computer-related issues. IT Help Desk representatives:

- Troubleshoot computer hardware and software problems
- Assist users with problems logging on the LAN, e-mail, PeopleSoft and other applications
- Reset forgotten passwords on the LAN, e-mail or PeopleSoft
- Supply and assist with media equipment (including projectors, ELMOs, VCRs, laptops, speakers and mixers)
- Deliver reserved equipment to classrooms

Mon–Thu 8 am-10 pm Fri 8 am–5 pm Sat 9 am – 12 noon

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

Tel: 434.961.5261

Jessup Library
M701

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

Mon-Thu 8 am-9:30 pm, Fri 8 am-5 pm, Sat 9 am–12 noon

reference@pvcc.edu

Tel: 434.961.5316

Learning Center
M617

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

Mon-Thu 9 am-6 pm, Fri 9 am-1 pm, Sat by appointment

learningcenter@pvcc.edu

Tel: 434.961.5320

Marketing and Media Relations
M206

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

ashowers@pvcc.edu or bhernandez@pvcc.edu

Tel: 434.961.5202

Security
M218

Security provides a safe and secure learning and working environment for students, faculty, staff and visitors to the College.

security@pvcc.edu

Security Office (M218) 434.961.5319

Security Officer Cell Phone 434.981.6362

Weather/Emergency Message 434.971.6673

Testing Center
M607

The Testing Center provides placement testing, make-up tests, and tests for online classes.

Mon-Thu 8 am-8 pm, Fri 8 am-5 pm, Sat 10 am–12 noon

http://www.pvcc.edu/tutoring_learning/testing.php

Tel: 434.961.5320