WELCOME TO PEIRCE

Earning your degree starts today.
THANK YOU FOR CHOOSING PEIRCE COLLEGE FOR YOUR ACADEMIC JOURNEY.

You can do this.
You have made the right choice to help you achieve your dream of earning a degree.
Get the most out of your Peirce experience by taking full advantage of all the services listed below to get your degree, get the job you want and be part of a vibrant Peirce community.

Peirce College is the only Philadelphia-based, four-year college dedicated to career-oriented education for working adults in a personal and supportive environment. Because Peirce is a smaller college, we work with you to customize your experience so going to college is a personal, positive experience.

We offer a wide array of support services to help you succeed. We encourage you to get involved with as many classmates, services and groups as you can to make your journey a rich and enjoyable one.

See enclosed sheets for more information on the bullets listed above.
ADVISING

Because Peirce is a smaller college, we’re able to work with you and customize your experience, so we make going to college more personal and positive. A dedicated Financial Aid Specialist and Academic Advisor will be assigned to you to provide you with financial guidance and academic support during your time at Peirce, so that you never feel alone.

WORKING WITH YOUR FINANCIAL AID SPECIALIST

Follow these five steps to reduce your costs and keep your financial aid budget on track:

1. **Determine how much your degree will cost**
   Calculate the cost of your education using Peirce’s Tuition Calculator available at www.peirce.edu. We recommend you do this prior to each academic year. Factor in direct costs i.e. tuition and books, as well as indirect costs such as transportation, computers and any other personal expenses.

2. **Apply for financial aid**
   Complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. The FAFSA is available after January 1, prior to the start of the next academic year, which begins in September. Apply early as you will need to have your FAFSA completed to be eligible for aid.*

3. **Search for grants, scholarships and tuition reimbursement opportunities**
   - **Grants** – A grant is a need-based form of financial aid that is not paid back. Students can apply for federal and state grants, as well as for grant programs funded by Peirce College. Visit www.peirce.edu/Grants for more information.
   - **Scholarships** – Peirce offers several scholarship programs. Scholarship information and applications can be found at www.peirce.edu/Scholarships. Many of these programs require you to have a completed FAFSA.
   - **Employer Tuition Reimbursement** – Check with your employer to determine if tuition reimbursement is available. For more information about tuition reimbursement, please contact the Peirce Business Office at 888.467.3472, ext. 9600.

4. **Apply for aid and loans**
   Know your financial aid and loan options by talking to a Peirce Financial Aid Specialist. They can help you meet deadlines, make sense of your package and calculate if you have enough funding to meet your education goals.
   - **State Aid** – Pennsylvania Higher Education Assistance Agency (PHEAA) state grants are for undergraduate Pennsylvania residents who will be enrolled full or part time. You must file for state aid by May 1 to qualify. For more information, visit www.pheaa.org.
   - **Federal Loans** – This includes Federal Direct Loans, Pell Grants and Supplemental Educational Opportunity Grant (SEOG). The Parent PLUS Loan is also available for parents of dependent undergraduates. For more information on federal loans visit www.peirce.edu/Loans.
   - **Alternative Loans** – Private educational loans are available for students requiring additional assistance.**

5. **Register with the Peirce College Financial Aid System Tool (PCFAST).**
   PCFAST outlines the tasks and status of each step of the financial process and is an easy way to stay organized with financing your education. Visit https://findaid.peirce.edu/NetPartnerStudent to register.

After you’ve completed the steps above, contact Peirce’s Financial Aid Department at 888.467.3472, ext. 9370. A Peirce Financial Aid Specialist will help you determine the next steps if your needs have not been met, or if your financial circumstances have changed.
*Peirce College’s school code for FAFSA completion is 003309. To expedite the filing process, the student and parent (if applicable) may sign electronically with a federal Personal Identification Number (PIN#). To apply for a pin, visit www.pin.ed.gov.

**We encourage students to research all alternative programs and lenders of their choice. Compare loan programs carefully because fees and interest rates vary. Peirce College offers a comprehensive list of alternative lenders that have made loans to Peirce College students within the past three years and have indicated that they would continue to do so.

WORKING WITH YOUR ACADEMIC ADVISOR
Peirce College assigns a professional Academic Advisor to each student for the duration of the student’s enrollment at Peirce. This approach helps students plan their academic journey to complete their degree program effectively and efficiently while taking full advantage of the College’s services to enhance their student experience.

From the moment you select Peirce College until you complete your degree, our promise is to do whatever we can to help you achieve your academic goals. We pride ourselves on providing a high-quality education and exceptional support and service. Working in partnership with your Academic Advisor is a great way to map your course to academic success.

Here are some of the ways your Academic Advisor will support you during your time at Peirce:

- Explain degree requirements and College policies
- Answer questions about prior learning and transfer credit
- Direct you on student support services
- Help you with completion of advising forms
- Provide support and guidance so you can reach your academic goals
- Keep you on track for graduation

To contact an Academic Advisor, call 888.467.3472, ext. 9177 or send an email with your name to advisingcenter@peirce.edu. If you have forgotten the name of your advisor, visit the Peirce student portal at https://my.peirce.edu and click on the My Advising tab. Your Advisor and his/her contact information will be displayed.
CAREER DEVELOPMENT

The Career Development Services (CDS) team at Peirce College is committed to helping you take ownership of your professional development and grow your career. We can help you clarify your career goals, enhance your job search skills, access employment opportunities and graduate school resources.

We do this through the following signature programs, tools and services:

- **One-on-One Career Counseling Sessions**: Whatever your career needs might be (career exploration, resume writing assistance or professional development questions), our one-on-one sessions provide you with valuable, individualized attention. We can assist you with planning or fine-tuning your career path.

- **Mock Interviews**: Whether you meet with us at the CDS Center on campus, by phone or online using InterviewStream®, you can participate in mock interviews to practice your job interviewing skills and receive timely feedback.

- **Online Job Board**: PeirceLink, our online job board, enables you to post your resume for prospective employer viewing and review job postings. It also features a virtual career fair, Cooperative Education (Co-op) roles and internship opportunities.

- **Workshops and Events**: Peirce hosts interactive, career-based workshops and events that enhance your professional development and provide networking opportunities with industry experts and employers.

- **Experiential Opportunities including Co-op**: We can help you understand the impact and relevance of internships, Co-op and work study opportunities, and can work with you to gain access to them. Peirce’s Co-op program is a 14-week course that provides you with hands-on experience in your field of interest while allowing you to earn academic credit.

- **CDS Job Club**: If you are looking for a job, you can participate in Peirce’s CDS Job Club. Facilitated by a CDS team member, this group meets monthly to enhance job search skills, share job leads and network with guest speakers.

- **Graduate School Preparation**: Peirce can help you learn about the application process, prepare you for required entrance tests and guide you toward relevant resources to continue your studies.

By working with us, you will be supported by a team of professionals who will help you enhance your career skills. Career Development Services will help you learn about and connect with opportunities, resources and people.

*To schedule an appointment with a member of the Career Development Services team, contact 888.467.3472, ext. 9202 or email cds@peirce.edu.*
FAQS

FREQUENTLY ASKED QUESTIONS

1. **How do I create a my.peirce.edu student portal account?**
   Go to https://my.peirce.edu and click on the Help tab and complete the new user registration.

2. **How do I activate my student email account?**
   Log on to https://my.peirce.edu and click on the My Info tab and then the Access Email Account and follow the steps listed there.

3. **What if I cannot log in at https://my.peirce.edu?**
   On the homepage of my.peirce.edu, click on the Help tab. Additional help can be found in the Account Management section. Then click on the appropriate action item.

4. **Is the student portal secure?**
   Yes. From the homepage throughout the entire site, there is hardware and software to ensure privacy and confidentiality of your information. You can be sure by looking for the “https” in your browser’s address bar.

5. **What is my ID Number?**
   Log in to https://my.peirce.edu and click on the My Info tab. Your ID number will be listed here.

6. **Who can I call with questions on the student portal (https://my.peirce.edu)?**
   Call 888.467.3472, ext. 9400, and follow the prompts. All Peirce College departments are open Monday through Friday, 8:30 a.m. to 5 p.m., EST. For extended hours in selected departments, check out the appropriate tabs on https://my.peirce.edu.

7. **Where do I order my books?**
   Visit https://my.peirce.edu and click on the My Finances tab and then scroll to the bottom of the page. Click on the link labeled, How to Order Textbooks. Order your books online at least two to three weeks in advance.

8. **How do I get my Peirce Photo Identification Card?**
   You may obtain your Peirce-issued photo ID card between 8 a.m. and 10 p.m., Monday through Friday, by request at the College Hall Customer Service Desk. In order to have your photo ID card processed, you must produce proper photo identification and a current roster. Students who are unable to visit the Peirce campus should contact their Program Advisor to obtain a Peirce photo ID card.

9. **Who is my Academic Advisor?**
   Log in to https://my.peirce.edu and click on the My Advising tab. Your Advisor and his/her contact information is displayed.

10. **How soon will my transcripts be evaluated?**
    If we have all of your official transcripts, your official transfer credit evaluation will be conducted during your first session. You will receive an email during the last week of your first session. Only official transcripts can be evaluated, i.e., sent in the original sealed envelope and not student copies. Transcripts should be sent to Peirce College Office of the Registrar, 1420 Pine Street, Philadelphia, PA 19102.

11. **How do I receive credit for work experience or test out of a course?**
    If you believe you already have the practical knowledge covered in a course, you may have the opportunity to test out or create a portfolio in place of taking the course. For more information, contact the Academic Advising Department at 888.467.3472, ext. 9380.
12. How do I manage my finances?
Check the status of your financial aid, complete the checklist for supporting documentation and view your aid awards by logging onto https://my.peirce.edu and clicking on the My Finances tab.

13. What is the Walker Center?
The Walker Center for Academic Excellence is the home of Peirce student support services. To learn more about the Walker Center refer to Support Services sheet in the folder.

14. I need help with my school work. Is tutoring available?
Yes. Peirce offers both on campus and online tutoring through SMARTHINKING. Call the Walker Center at 888.467.3472, ext. 9251. Group and one-on-one tutoring is also available through the Walker Center.

15. How can I find out about other student support services offered by Peirce?
Call the Walker Center at 888.467.3472, ext. 9251 or log on to https://my.peirce.edu and click on the Student Services tab.

16. How can I find out more information for new students?
Go to https://my.peirce.edu and click on the New Students tab for important student information, including workshop announcements, FYI program news and more.

17. How do I access the Library Databases?
Go to https://my.peirce.edu and click on the Student Services tab for more information.
GETTING INVOLVED

We encourage you to get involved in as many activities as you can while at Peirce. Taking part in extracurricular activities is a great way to meet your peers, prepare for your future and enhance your Peirce experience. We have many opportunities for you to participate as an active member of the Peirce community.

AMBASSADORS CLUB
Share your Peirce Experience with others and help us get the word out about Peirce in the community and beyond. As a member, you will participate in a number of community service and recruitment events, as well as be recognized at exclusive networking receptions and more. To become a member of the Ambassador Club contact the Office of Admissions at 888.467.3472, ext. 9214.

ASSOCIATIONS
Associations are a great way to collaborate with other students who have similar academic interests.

- Information Technology Student Association (ITSA)
  The ITSA is a student organization that meets once a month to provide IT students with the tools and resources needed to succeed both academically and professionally in the Information Technology field. For more information contact Richard Tillies at 888.467.3472, ext. 9156.

- Paralegal (PLG) Student Association
  The PLG Student Association provides networking, program-specific events, and workshops and seminars to facilitate the transition from educational pursuits to advancement in the legal community. For more information contact Carol Sherman at 888.467.3472, ext. 9276.

- Students in Free Enterprise (SIFE)
  SIFE is an international non-profit organization that works with leaders in business and higher education. The Peirce College Chapter of SIFE is involved to improve areas of the community through outreach projects focusing on socially responsible business skills. For more information visit www.sife.org or contact the Walker Center at 888.467.3472, ext. 9251.

FORUMS
Student forums are scheduled throughout the academic year to provide students an opportunity to receive updates on current college activities and events as well as provide feedback. Students are encouraged to check their student email and portal at my.peirce.edu for scheduled forums.

HONOR SOCIETIES
To join a Peirce College honor society, students must either apply and/or be issued an invitation. For admission into any of the Peirce College honor societies students must meet the credit requirements while performing at a high level of academic excellence.

Chi Alpha Epsilon (XAE) Honor Society
Chi Alpha Epsilon (XAE) was founded at West Chester University in 1990. XAE was formed to recognize the academic achievements of students admitted to colleges and universities through non-traditional criteria, or who utilize educational support services such as the Walker Center for Academic Excellence. All active Walker Center members, who meet the eligibility requirements for XAE, will receive a letter of invitation to apply for membership.
Delta Mu Delta (DMD) Honor Society
Delta Mu Delta was founded by five professors in the School of Commerce, Finance and Accounts at New York University in 1952. In 1963 it was admitted to membership in the Association of College Honor Societies (ACHS), an organization of 66 member national honor societies whose objective is to maintain high standards for the recognition and promotion of academic excellence in higher education. In 1992 the Society established an affiliation with the Association of Collegiate Business Schools and Programs (ACBSP). Delta Mu Delta is the National Honor Society in Business Administration for business programs accredited by the ACBSP at the baccalaureate level.

Lambda Epsilon Chi (LEX) Honor Society
Lambda Epsilon Chi (LEX) is a nationally recognized honor society for paralegal students. LEX is sponsored by the American Association for Paralegal Education (AAfPE), which offers national scholarship opportunities and networking opportunities with other legal professionals. Induction into the society is based upon academic excellence. Candidates for membership in LEX must be in good academic standing at Peirce College as a Paralegal Studies Bachelor of Science student or as a Post-Bachelor Certificate Paralegal Studies student.

To learn more about Peirce College’s honor societies visit www.peirce.edu/Honor.

VOLUNTEERING
Join us as we work to improve the College and community. Participate in our non-academically focused service activities such as community clean-up days, blood drives and donation initiatives. Our activities depend on the needs of the community and vary year by year.

If you are interested in volunteering, call the Office of Institutional Advancement at 888.467.3472, ext. 9323 for list of upcoming volunteer opportunities.
ORIENTATION

Orientation is an important phase of adjusting to college life at Peirce. Your participation will provide a solid foundation for your academic success.

NEW STUDENT ORIENTATION SESSIONS

Our New Student Orientation Sessions are a great opportunity to get acclimated to Peirce and meet faculty, staff and some of your peers. Sessions are offered on campus or online at the start of each fall, spring or summer term and provide information on:

- Current policies
- First Year Initiative (FYI) program
- Financing your education
- Study skills

To register for the next orientation session, contact 888.467.3472, ext. 9219 or visit www.peirce.edu/newstudentorientation.

ORIENTATION COURSES

Peirce orientation courses are designed to assist your transition to the College by focusing on the necessary skills to achieve your academic success. Orientation courses must be completed within the first 14 weeks of enrollment.

PRC 100 A required three-credit orientation course for all new, returning or transfer students with fewer than 15 college credits earned. Known as our “Student Success Seminar,” this 7-week course is offered online and on campus. Students must earn a minimum grade of “C” to pass.

PRC 101 A required one-credit orientation course for all returning or transfer students with 15 or more college credits earned. This 7-week course is offered primarily online. Students must earn a grade of “P” in this pass/fail course.

For more information or advice on which course to take, please contact the Admissions Office at 888.467.3472, ext. 9214 or visit https://my.peirce.edu and click on the New Students tab.

Students who do not successfully complete an orientation course must immediately repeat it in the subsequent session. Passing an orientation course is necessary to continue enrollment at Peirce. Financial Aid can be applied to the orientation courses for students who meet Financial Aid eligibility requirements.

FIRST YEAR INITIATIVE (FYI) PROGRAM

Going back to school can be both a challenge and a major adjustment, especially for working adults who must balance business and personal schedules. Our FYI Program is totally focused on the needs of our first-year students, and as a new student, you are automatically enrolled into the program.

Whether you are studying at our Philadelphia campus or online from anywhere in the world, you will have full access to the many support services and resources available to you at Peirce through the FYI program including:

- A Peirce orientation session
- Regular meetings with an Academic Advisor
- Workshops
- Access to the New Students tab at https://my.peirce.edu
- Scholarship Opportunities*
- Opportunities to socialize with classmates
* Eligible students can apply for the FYI Scholarship among other new student scholarship opportunities. For details visit www.peirce.edu/Scholarships.

**Graduating from FYI**
We encourage all first-year students to actively participate in the FYI Program. Graduating from the program is an important accomplishment and provides a strong foundation for your future studies. As a FYI Program graduate, you will receive the following in recognition for your academic success:

- Certificate upon completion of program
- Letter of Accomplishment for students in good academic standing
- Opportunity to apply for an FYI scholarship

FYI graduation is contingent upon completion of your first year at Peirce, a Peirce College Orientation course (PRC 100 or 101), English and/or Math course, and a minimum of 12-13 credits, depending on new, transfer or readmit status. You must be in good academic standing and maintain a 2.0 GPA or higher.

*We’re here to help! Contact the FYI Team at 888.467.3472, ext. 9219 or email fyi@peirce.edu for more information.*

**SKILLS WORKSHOPS**
Numerous FREE workshops are offered throughout the year to help students sharpen their skills, get extra support or learn something new. They are also a great way to meet other students. Typical workshop topics include:

- Time management
- Stress management
- Test taking
- Study skills
- Success strategies for adult learners
- Computer skills
- Career development
- Mathematics and writing skills

For a list of upcoming workshops available, go to the Peirce student portal at https://my.peirce.edu. First year students should click on the New Students tab on the portal for workshops specific to starting at Peirce. To see workshops available to all students, click on the Student Services tab and then the section marked Walker Center for Academic Excellence.

*To register for new student workshops, contact the First Year Initiative Office at 888.467.3472, ext. 9129 or email fyi@peirce.edu. For all other workshop registration, contact the Walker Center at 888.467.3472, ext. 9251 or email wcae@peirce.edu.*
SUPPORT SERVICES

THE WALKER CENTER FOR ACADEMIC EXCELLENCE (WCAE)

The Walker Center is committed to helping students achieve their personal and academic goals. Whether you need a little or a lot of support, Walker Center staff is available to help you enhance your skills and get on the path to a successful future.

We do this through the following programs, tools and services:

**General Support for all Peirce Students:**
- Explain degree requirement and College policies
- Academic support services such as academic counseling, advising, workshops and tutoring, SMARTTHINKING (online tutoring) and Supplemental Instruction (SI)
- Computer labs (located in Walker Center and the Library)
- Services for students with disabilities

**Enhanced Programs for Student Members***:
- Special Events and Cultural Activities
- Honor Society: Chi Alpha Epsilon (XAE), Alpha Iota Chapter
- Annual Student Leadership Retreat
- Scholarship Opportunities
- Academic Coaching
- Annual Awards Ceremony

SMARTTHINKING is a FREE online tutoring service providing assistance in math, micro and macro economics, statistics, accounting, finance and writing. It is available to all Peirce College students. For more information on SMARTTHINKING, go to [my.peirce.edu](http://my.peirce.edu) and click on the **Student Services** tab.

* Walker Center memberships are based on student need. Students interested in joining should contact the Walker Center at 888.467.3472, ext. 9251.

Funding for the Walker Center is provided by the College and the Carl D. Perkins Grant. The purpose of the Carl D. Perkins Vocational and Technical Education Act of 1998 is to develop more fully the academic, vocational and technical skills of students who choose to enroll in career and technical education programs, thus preparing students for further education and work.

*For more information on WCAE services, please call 888.467.3472, ext. 9251 or email wcae@peirce.edu.*

LIBRARY SERVICES

The Viola Gill Gutié ‘17 Library is located on the 7th floor of College Hall. The Library was renovated in 2010 to better serve our students and now offers a host of services including:
- Personal research support in any subject area
- Modern Language Association (MLA) demystification and coaching
- Assistance accessing library databases remotely
- Computers available for research and composition
- Quiet study space

Here are some tips to help you successfully navigate the Library:

1. **Come visit us in person or online:**
   We can introduce ourselves and give you more information about the services we offer.
   For Library hours and news visit us at [http://library.peirce.edu](http://library.peirce.edu). We can also be reached via email at library@peirce.edu.
2. **Sign in to the Library’s databases online:**
   a. Locate the database username and password by logging into [my.peirce.edu](http://my.peirce.edu)
   b. Click the **Student Services** tab
   c. Look for the box marked Peirce Links and click on Library: Log-in Information
   d. Find the Library’s username and password
   e. Return to [http://ezproxy.peirce.edu/login](http://ezproxy.peirce.edu/login) to get started

3. **Familiarize yourself with the Library’s resources:**
   We have a variety of resources including research databases; online reference books, books and full-text articles from periodicals and newspapers; a print reference collection and a book and periodical collection; videos (for in-library use); a reserve textbook collection* and MSDN computer application CDs.

   *Please note the Library does have most of the textbooks in stock required for your course work but not all of them. Reserve textbooks are for in-library use only and cannot be signed out. We recommend you contact us at least two weeks before your courses begin to ensure we have a copy of your textbook.

   **For questions about the Library’s services or logging into the Library databases call 215.670.9269 or email library@peirce.edu.**

**YOUR PORTAL TO PEIRCE**

*My.peirce.edu* is your secure portal to 24/7 web-based services and information while you study at Peirce College. The portal is an important resource for new Peirce students because it contains information about the First Year Initiative and other new student details. As you continue your academic journey, the portal will be a critical resource tool for you to:

- See grade reports and unofficial transcripts
- Review course history
- Connect to online courses and class companion websites
- Add and drop classes
- Update contact information
- View bills and make payments
- Access financial aid data
- Receive College news
- Obtain a copy of your roster

To create your username and password, go to [my.peirce.edu](http://my.peirce.edu) and click on the ‘**new user**’ link and follow the instructions from there. If you need additional assistance with setting up your account, contact your Enrollment Representative at 888.467.3472, ext. 9214.
The college that really works for working adults.