

Schedule Changes

Adds ■ Drops ■ Withdrawals

Parkland summer courses are offered in up to 12 different summer sessions. Starting dates are either May 19, June 16, June 30, or July 14, and courses may end from 3 to 12 weeks after the starting date. Please check the course listings for exact start and end dates or see pp. 10-12 for courses listed by session dates.

Before summer classes begin

You may make schedule changes (adds, drops) online at www.parkland.edu/parklandconnection/ up until the first day of class. You may also complete an enrollment form and submit it to the Office of Admissions and Records.

After summer classes begin

ADDS

For summer sessions 6 weeks or longer, you may add courses within 3 days of the first day of class by obtaining the department chair's signature of approval on an Authorization to Add a Class form and submitting this in person to the Office of Admissions and Records. The Internet registration system will be available to add any classes with later starting dates. There will be no late entry into courses shorter than 6 weeks.

DROP/ADDS

If you are making a schedule change which involves dropping and adding full summer session courses with the same prefix, you must do this as one transaction in person at the Office of Admissions and Records.

DROP WITHOUT RECORD

If you drop a course by the end of the first day after its session has started, it will be considered an official drop without record and will not show up on your transcript.

For courses starting in the sessions beginning on May 19, drop with no record and for full refund must be made by 5 p.m. May 20.

For courses starting in the sessions beginning on June 16, drop with no record and for full refund must be made by 5 p.m., June 17.

For courses starting in the sessions beginning on June 30, drop with no record and for full refund must be made by 5 p.m. July 1.

For courses starting in the sessions beginning on July 14, drop with no record and for full refund must be made by 5 p.m., July 15.

Adding Closed Classes

In order to add a course that is full or closed because of special registration instructions, you must first have the department chair's signature of approval on an Authorization to Add a Class form (available from the Admissions and Records office and the department chairs' offices) before submitting it to the Office of Admissions and Records.

Withdrawals

WHEN TO WITHDRAW

You may withdraw from a course anytime before the Monday before final exams.

Courses must be dropped by 5 p.m. the day after the session begins, or they become part of your permanent academic record and are recorded as a "W" (withdrawal) grade on your transcript.

HOW TO WITHDRAW

You must withdraw from a course **in person or by mailing a written request** on or before the Monday before the final exam.

The Internet registration system may NOT be used to withdraw from courses.

Financial Aid

Changing your schedule can affect your financial aid. If you are receiving financial aid, please check with the Office of Financial Aid before making a schedule change or withdrawing from a course.

Advising Guidelines

All Parkland students who are seeking a degree or certificate and who have not yet earned 30 hours of credit or are in selected programs regardless of number of hours earned must obtain advising prior to registering for classes as indicated below:

- **A.A.S. or Certificate program enrollees** should see the faculty program advisor, department chair, or the Counseling and Advising Center. If students are in a career program and are currently enrolled in a CCS class, they should seek advice from the Counseling and Advising Center.
- **A.A., A.S., A.E.S., or A.F.A. transfer program enrollees** may seek advice

from a faculty program advisor or the Counseling and Advising Center. Agriculture transfer students must see a faculty program advisor or the Business and Agri-Industries department chair. Mass Communication students must see a faculty program advisor.

- **Health professions program enrollees** may seek advice from the Counseling and Advising Center.
- **CCS 098 enrollees** should seek advice from the Center for Academic Success.
- **CCS 099 enrollees** should seek advice from the Center for Academic Success or the Counseling and Advising Center.

- **New Parkland students** must see a counselor or advisor. New student athletes receive initial academic advice through the athletic department.

Parkland students who are not seeking a degree (course enrollees) and students who have earned *more* than 30 credit hours are not required to see a faculty program advisor, department chair, advisor, or counselor prior to registration. However, students in the Health Professions must see a faculty program advisor regardless of the number of credit hours they have earned.