

How to Register

Three Ways to Register

1. Online



- a. CONTINUING STUDENTS
Log on to *Parkland Connection*, www.parkland.edu/parklandconnection/. See page 50 for online registration instructions.
- b. NEW STUDENTS
You must complete the application process before enrolling in a class.
Go to www.parkland.edu and click on *apply online*. Once your application is submitted, it will be processed by the Admissions office in 1-2 business days.
To register, follow the instructions on page 50.
- c. Ed2go CLASSES
Go to www.ed2go.com/pc.



or

2. In Person



- Room A165
Monday and Thursday, 7:30am to 6:30pm
Tuesday, Wednesday, and Friday, 7:30am to 5pm

or

3. By Mail



If you wish to register by mail, please complete the Noncredit Registration form on page 51 and mail with payment to:

Admissions and Records
Parkland College
2400 West Bradley Avenue
Champaign, IL 61821-1899

Registrations will be processed in the order they are received.

Underage Admissions Policy

Students (except Youth Programs) must be at least 16 years or older unless accompanied by a parent/guardian, with parent/guardian enrollment required. Appropriate tuition/fees apply to all who register and attend class. Department permission required. Please call 217/351-2546.

Disability Statement

If you believe you have a disability for which you may need an accommodation (e.g. use of assistive technology or other classroom assistance), please contact Nancy Rowley, associate coordinator, Office of Disability Services, Parkland College room X148, at 217/351-2588 or nrowley@parkland.edu.

Payment

Deadlines

- Payment must be received before or on the first day of the requested workshop/course.
- For credit classes, tuition is due within 14 days of initial registration.
- Your registration is complete when fees are paid.
- All previously billed but unpaid charges on student accounts will be assessed a monthly service charge of 1 percent.

By Credit Card



- Payment may be made by Visa, MasterCard, or Discover.
- Credit card payment may be made online at www.parkland.edu/parklandconnection/.

By Agency, Organization, or Company

- Fees payment made by your company, the Department of Rehabilitation, or some other grant must be authorized on your account in the Business Office before the first day of your workshop/course. For more information, call 217/351-2420.

Refunds

- Refunds are processed by the Business Office, 217/351-2233.
- You will be responsible for payment of fees associated with these workshops/courses unless you officially drop *BEFORE* the first day of the workshop/course.
- If the college cancels a course, your drop from the course and your refund of all fees are processed automatically.

Returned Check Charge

- If a check is returned to Parkland by the bank for any reason, a \$15 service charge applies.
- If collection on a returned check must be made by a collection agency, there are additional collection agency fees.
- In some instances, a returned check may result in cancellation of your registration.

Register Online

Who Can Use Parkland Connection?

www.parkland.edu/parklandconnection/

Parkland Connection is available to anyone who has access to the Internet. The system is web-based and can be accessed by any PC or Mac that can be connected to the Internet.

Parkland Connection allows you to:

- Enroll in a class or drop a class
- Check course availability
- Look at and print your schedule
- Check and print your grades
- Change your address
- Check your bill and pay by credit card



How do I login?

To login you must be admitted to Parkland, or be a current student. (You may check course availability or access bill payment without logging in.)

1. Click the Login button on the left side of the screen.
2. If you already have a Parkland Connection Account, skip to step 11. Otherwise, click on the Create New Account link.
3. Enter your Student ID number or your Social Security number.
4. Enter your birth date (MM/DD/YYYY) .
5. Enter a Username that you can remember. It must be at least 5 characters long.
6. Select a Password that you will remember and verify it by entering it twice. It must be at least 6 characters long.
7. Select a Secret Question for the purposes of retrieving your password if it is forgotten.
8. Enter an Answer to the Secret Question you've selected.
9. Press the Submit button and follow any additional instructions that pop up.
10. Click on the Login page link to proceed back to the login area.
11. Enter your Username and press the Submit button.
12. Enter your Password and press the Submit button.
13. You are now logged into *Parkland Connection*.

In order to register online, your application must be on file in the Admissions office.

To apply online, go to www.parkland.edu and click Apply Online.

Applications will be processed by the Admissions office in 1-2 business days.

How do I enroll in a class?

You must be logged in to register for classes.

1. Select the Register/Drop Courses link, and you will be presented with the list of courses.
2. Select a term from the pull-down menu on the left side of the screen and press the Display button.
3. Select the course prefix in which you wish to enroll, and you will be presented with a list of the course numbers available for that term.
4. Select the course number, and you will be presented with a list of available sections and their status. Once you have selected a course, you can register for the course by clicking on the Register link on the right side of the course listing.
5. Your selection will be displayed in a box along the top of the course offering/registration screen with a message in the Action Queue box indicating "Register me into this section." To register for the course, click on Perform at the right side of the box, or on the Perform All button. If the registration is successful, the record will show enrolled under the Status section of the "Registered Courses" box. You may now select another course to add to your schedule.
6. Once you have completed all of your registration, remember to logout of the system by clicking on the Logout button on the left side of the page.

How do I drop a class?

You must be logged in to drop classes.

1. Select the Register/Drop Courses link, and you will be presented with the list of courses.
2. Select a term from the pull-down menu on the left side of the screen and press the Display button.
3. Courses in which you are currently registered will be displayed in the Registered courses box at the top of the screen.
4. If you wish to drop a class, click on the Drop link at the right end of the course box.
5. You will be presented with the Action Queue box, and under the pending status a message will be displayed indicating "Drop me out of this section." To continue, press the Perform or Perform All button.
6. You may be asked to select a reason that you are dropping the course. Select the appropriate reason and press continue. If you have additional classes, the course will be removed from your course listing. If the course dropped is the only course in which you were registered for that term, you will receive a message at the top of the page that you are not registered for classes during that term.
7. When you have completed dropping your class log out of the system by clicking the Logout button on the left side of the page.

PLEASE REGISTER ME FOR:

1.	_____		_____		_____
	Course number		Fee		
	Course title				
2.	_____		_____		_____
	Course number		Fee		
	Course title				
3.	_____		_____		_____
	Course number		Fee		
	Course title				
	TOTAL		\$ _____		

PERSONAL INFORMATION

Name (last)		(first)	(initial)											
Address (street)		(city/state/zip)												
Social Security number (required)		Email address												
Home phone	Work phone	Birthdate												
Amount of check enclosed (payable to Parkland College)		Amount charged to credit card	Exp. date											
\$ _____		\$ _____												
Card Number: <input type="checkbox"/> Visa <input type="checkbox"/> Discover <input type="checkbox"/> MasterCard			3-digit code on back of credit card											
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VOLUNTARY INFORMATION

(for state reporting purposes only)

GENDER:

- Male Female

ETHNIC/RACIAL DESCRIPTION:

- Asian or Pacific Islander
- American Indian or Alaskan Native
- Black, Non-Hispanic
- Hispanic
- White, Non-Hispanic
- Nonresident Alien
- Other/Unknown

HIGHEST DEGREE EARNED:

- GED
- High school diploma
- Certificate
- Associate's degree
- Bachelor's degree
- Master's degree
- First professional degree
- Doctoral degree
- Other
- None

RESIDENCY INFORMATION

A resident of Parkland College District 505 is one who has established a permanent dwelling place (domicile) in the district for other than educational purposes and shows evidence of continuing intent to remain in the district. Residency must be established a minimum of 30 days prior to registering for, or the beginning of the term in which the student wishes to enroll. Students under the age of 21 whose parents live outside District 505 may not claim residency unless they can provide proof they are financially independent of their parents, and they may not be claimed as dependents for income tax purposes or on any type of insurance.

- I reside within the Parkland College district and am financially dependent upon my parents (or legal guardians), who are permanent residents of Parkland's district. (If you check this statement, disregard remaining statements.)
- My permanent residence is outside the Parkland district. I am a resident of: (city) _____ (state) _____
- My permanent and only place of residence is within the Parkland College district. I am independent of parental control and support; I am not claimed as a dependent for income tax, family insurance, or financial aid purposes by anyone other than myself or my spouse. (An affidavit will be required for students who move from outside the district.)

I established my permanent residence within Parkland's district on:
(month) _____ (year) _____

My voter registration, automobile registration, and driver's license all verify that my residence is within Parkland's district.

	City/State Where Issued	Date Issued
Voter Registration	_____	_____
Driver's License	_____	_____

Mail completed and signed form with payment to:

Mail Registration
Admissions and Records
Parkland College
2400 W. Bradley Ave.
Champaign, IL 61821-1899

YOUR SIGNATURE IS REQUIRED

I certify that the above statements are correct and complete.

SIGNATURE _____ DATE _____