# registration guide

summer and fall 2021

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Our Registration Guide provides important information you will need as you register for Parkland College credit courses, including dates and deadlines, drop/withdrawal steps, tuition and fee information, and more. You may need to meet with an academic advisor before registering. For a listing of registration steps, please visit parkland.edu/register. To register for noncredit classes, visit parkland.edu/communityeducation.

### Dates and Deadlines

#### Summer session 2021

*Instruction begins May 17, June 7, and July 6, and ends no later than July 29.*

**Final exams will be held during the last class meeting.**

- March 21–28: Registration opens for continuing students
- March 29: Open registration begins
- July 15: Deadline to petition for summer graduation

**For classes that begin the week of May 17**

- May 11: Tuition due
- May 16: Last day to register
- May 23: Last day to drop with no record and 100% refund

**For classes that begin the week of June 7**

- June 1: Tuition due
- June 6: Last day to register
- June 13: Last day to drop with no record and 100% refund

**For classes that begin the week of July 6**

- June 29: Tuition due
- July 5: Last day to register
- July 11: Last day to drop with no record and 100% refund

**Campus holidays and closures**

- May 31: Memorial Day (college closed)
- July 5: Independence Day observed (college closed)
- June 11–July 30: College offices closed on Fridays

*The deadline to withdraw from summer courses is the last business day that Parkland College is open, prior to the last week of class. Parkland College is closed on Fridays, June 11–July 30, therefore, please note that some withdrawal deadlines may be on a Thursday.*

**Important financial deadlines**

- May 10: First day bookstore vouchers are issued
- June 14: Last day to use bookstore vouchers
- June 24: First financial aid refunds are mailed/deposited
- July 22: Mid-term 2nd refunds are mailed/deposited
- July 23: Last day to request student loan for summer
Withdraw from a Class

You may withdraw from any class until 5 pm on the last business day of the week before the last week of instruction (this does not include final exams). Check the College Calendar for specific dates. Once Parkland begins summer hours, the last business day at Parkland will be on Thursdays. A withdraw will show a W on your transcript and there is no refund for tuition.

Speak to your instructor before you decide to withdraw. Many times students withdraw from a class when they are still able to successfully complete the course, but do not have accurate information on their progress.

To withdraw, you have 2 options:

1. Fill out the withdraw form and return it either to the Admissions Office (U214) or email to registration@parkland.edu
2. Send an email from your Parkland student email account to registration@parkland.edu with the following information included in the email:

   **Subject line:** Request to Withdraw

   **Included in the body of the email:**
   - First and last name
   - PCID number
   - Course(s) title, course prefix, course number, and course section number (example: Introduction to Humanities HUM 100-003)
   - Are you requesting a withdraw from all of your classes: Yes/No

A signature from your instructor must be present on the form or if you communicated via email, submit that email communication along with the form or your email request. If a student is receiving financial aid, changing their class schedule may affect it. Please check with the Office of Financial Aid and Veteran Services, U286, prior to making schedule changes or withdrawing from classes.

Financial Aid and Veteran Services

Office: U286
Phone: 217/351-2222
Fax: 217/373-3807
finaid@parkland.edu

*A withdraw can’t be completed through the my.Parkland.edu site.*
Additional Course Information

Reading Assessment

Students enrolling at Parkland must demonstrate college-level reading proficiency. Students may demonstrate reading proficiency by any of the following measures:

1. Performance on Parkland’s reading assessment test
2. ACT or SAT scores
3. High-school cumulative GPA of 3.0 or higher on an unweighted scale
4. Completion (grade of C or higher) of an appropriate transitional high-school course in English
5. GED score of 165 or comparable score on other high school equivalency tests
6. Completion (grade of C or higher) of an appropriate developmental course in reading at another regionally accredited college or university
7. Completion (grade of C or higher) of two non-mathematics IAI-approved GECC courses

(Contact the director of reading for questions about interpretation.)

Students who do not demonstrate college-level reading proficiency are required to take one or more CCS courses. Students whose reading skills are assessed at a level below Parkland’s admission requirement will be referred to other resources.

See Parkland College Placement Manual for more information.

English 102 Options

Parkland College offers two options of research-based composition (ENG 102): Liberal Arts Sections and Career-Oriented Sections. Both options fulfill freshman composition requirements for all Parkland College degree programs, and both transfer to other colleges and universities.

Liberal Arts Sections of ENG 102

The even-numbered sections are a good choice for students majoring in humanities, arts, and social science fields, especially those who plan to complete a bachelor’s degree and perhaps continue on to graduate or professional school. In liberal arts sections of ENG 102, students practice the skills required in academic research-based writing, including analysis, synthesis, interpretation, and evaluation of information and points of view from a variety of print and electronic sources. In several shorter research-based essays during the first part of the course, students develop the skills required for the longer research paper completed later in the course.

Career-Oriented Sections of ENG 102

The odd-numbered sections are a good choice for students who plan careers in business, technical, and scientific fields, as well as some other careers such as law enforcement and health professions. In career-oriented sections of ENG 102, students practice the kinds of writing used in the workplace such as memoranda, business letters, proposals, and formal reports. Students research topics through a variety of methods and sources to develop the skills required for the final extended research paper.

Mathematics Placement

Parkland College uses a multiple measures approach to math placement. Students are required to have valid placement through a prerequisite course or other placement measures prior to registering in any mathematics course. Measures for placement include high school GPA and successful completion of a 4th year of math, high school transitional math courses, scores from GED, SAT, ACT, PARRC, AP, and ALEKS, and previous coursework. Placement using high school GPA, standardized tests, transitional math courses, and developmental math courses is valid for two years. Placement from successfully completed college level courses is valid for five years.

Computer Technology Center

Learn computers at your own pace: Word, Excel, Access, PowerPoint, computer basics, web technology, and more! Take classes online or in a supervised computer lab.

For CTC hours, semester course schedule, and other information, visit parkland.edu/ctc or call 217/353-2165.

Fitness Center

The Parkland College Fitness Center is available to Parkland students, employees, and community members enrolled in credit classes KIN 103, KIN 147, KIN 203, or KIN 247. Anyone in these classes may use the facility whenever the Fitness Center is open. To sign up to use the Fitness Center, registrants must have a Parkland ID and complete the center’s online orientation on Cobra Learning prior to first usage (or if the orientation was never taken). See parkland.edu/fitnesscenter for hours and requirements. Additionally, due to COVID-19 it is imperative that we adhere to CDC and state health department guidelines. Fitness center users are currently required to schedule their workouts online at the following link – Fitness Center Sign Up. This will allow us to manage user population in the facility and follow all guidelines that have been put in place to keep the Fitness Center a safe environment to workout in. Upon entry everyone will be required to fill out a symptom survey and have their temperature checked before use.
Our Registration Guide provides important information you will need as you register for Parkland College credit courses, including dates and deadlines, drop/withdrawal steps, tuition and fee information, and more. You may need to meet with an academic advisor before registering. For a listing of registration steps, please visit parkland.edu/register. To register for noncredit classes, visit parkland.edu/communityeducation.

**Dates and Deadlines**

**Fall semester 2021**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 28–April 4</td>
<td>Registration for continuing students</td>
</tr>
<tr>
<td>April 5</td>
<td>Open registration begins</td>
</tr>
<tr>
<td>November 5</td>
<td>Deadline to petition for fall graduation</td>
</tr>
<tr>
<td>December 3</td>
<td>Last day to withdraw with a W</td>
</tr>
<tr>
<td>December 13–17</td>
<td>Final exams</td>
</tr>
</tbody>
</table>

*(except for first 8-week classes; deadline for those classes is October 8)*

**For classes that begin the week of August 23**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 3</td>
<td>Tuition is due</td>
</tr>
<tr>
<td>August 22</td>
<td>Last day to register</td>
</tr>
<tr>
<td>August 29</td>
<td>Last day to drop with no record and 100% refund</td>
</tr>
</tbody>
</table>

**For classes that begin the week of September 13**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 23</td>
<td>Tuition is due</td>
</tr>
<tr>
<td>September 12</td>
<td>Last day to register</td>
</tr>
<tr>
<td>September 19</td>
<td>Last day to drop with no record and 100% refund</td>
</tr>
</tbody>
</table>

**For classes that begin the week of October 18**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 27</td>
<td>Tuition is due</td>
</tr>
<tr>
<td>October 17</td>
<td>Last day to register</td>
</tr>
<tr>
<td>October 24</td>
<td>Last day to drop with no record and 100% refund</td>
</tr>
</tbody>
</table>

**Campus holidays and closures**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 16</td>
<td>Faculty and Staff Development (offices closed 8–10am)</td>
</tr>
<tr>
<td>September 6</td>
<td>Labor Day (college closed)</td>
</tr>
<tr>
<td>November 24–28</td>
<td>Thanksgiving recess (begins at 5pm November 24; college closed)</td>
</tr>
<tr>
<td>December 23-January 2</td>
<td>Winter break (college closed)</td>
</tr>
</tbody>
</table>

**Important financial deadlines**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 4</td>
<td>First day bookstore vouchers are issued</td>
</tr>
<tr>
<td>September 24</td>
<td>Last day to use bookstore vouchers</td>
</tr>
<tr>
<td>October 1</td>
<td>First financial aid refunds are mailed/deposited</td>
</tr>
<tr>
<td>October 29</td>
<td>Mid-term 2nd refunds are mailed/deposited</td>
</tr>
<tr>
<td>November 26</td>
<td>Last day to request student loan for fall</td>
</tr>
</tbody>
</table>
Final Examination Schedule
December 13–17, 2021

DAY CLASSES

<table>
<thead>
<tr>
<th>If your first class meeting during the week is:</th>
<th>The final exam will be held:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday at 7 am</td>
<td>8–10 am, Tuesday, December 14</td>
</tr>
<tr>
<td>Monday at 8 am</td>
<td>8–10 am, Monday, December 13</td>
</tr>
<tr>
<td>Monday at 9 am</td>
<td>8–10 am, Wednesday, December 15</td>
</tr>
<tr>
<td>Monday at 10 am</td>
<td>8–10 am, Thursday, December 16</td>
</tr>
<tr>
<td>Monday at 11 am</td>
<td>11 am–1 pm, Monday, December 13</td>
</tr>
<tr>
<td>Monday at 12 noon</td>
<td>11 am–1 pm, Wednesday, December 15</td>
</tr>
<tr>
<td>Monday at 1 pm</td>
<td>11 am–1 pm, Tuesday, December 14</td>
</tr>
<tr>
<td>Monday at 2 pm</td>
<td>2–4 pm, Tuesday, December 14</td>
</tr>
<tr>
<td>Monday at 3 pm or 4 pm</td>
<td>2–4 pm, Monday, December 13</td>
</tr>
<tr>
<td>Tuesday at 7 am</td>
<td>8–10 am, Monday, December 13</td>
</tr>
<tr>
<td>Tuesday at 8 am</td>
<td>8–10 am, Tuesday, December 14</td>
</tr>
<tr>
<td>Tuesday at 9 am or 10 am</td>
<td>8–10 am, Friday, December 17</td>
</tr>
<tr>
<td>Tuesday at 11 am</td>
<td>11 am–1 pm, Thursday, December 16</td>
</tr>
<tr>
<td>Tuesday at 12 noon</td>
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<tr>
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<tr>
<td>Tuesday at 2 pm</td>
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</tr>
<tr>
<td>Tuesday at 3 pm</td>
<td>2–4 pm, Wednesday, December 15</td>
</tr>
<tr>
<td>Tuesday at 4 pm</td>
<td>2–4 pm, Thursday, December 16</td>
</tr>
<tr>
<td>Any day class after Tuesday</td>
<td>2–4 pm, Friday, December 17</td>
</tr>
</tbody>
</table>

EVENING CLASSES

All evening finals (5 pm or later) will be at the regular class time.

<table>
<thead>
<tr>
<th>If your evening class is held on (first meeting of the week):</th>
<th>The final exam will be held:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Monday, December 13</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Tuesday, December 14</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Wednesday, December 15</td>
</tr>
<tr>
<td>Thursday</td>
<td>Thursday, December 16</td>
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At Parkland College, we are committed to your academic success. That commitment begins with providing the greatest access possible to educational opportunities. We offer various modes of instruction to help you make your educational journey fit your life.

Opportunities for On-Campus Instruction

**Fully in-person sections (no section code)** meet on campus at published days and times; while instructors might offer some online resources, the main course components are all on-campus.

**Hybrid sections (H)** have both scheduled on-campus meetings times and online components. Attendance at the on-campus sessions is expected. Online components may be scheduled at specific published days and times or may be unscheduled, allowing students to engage in the course on their own time. Students should review published registration materials to see if the online meetings are scheduled or unscheduled.

**Flexible sections (F)** meet on campus at published days and times but allow students the option to join online at that time if they are unable to be on campus for some meetings. Faculty may also provide students the opportunity to watch the recorded class to keep up with work or to review material.

Opportunities for Online Instruction

**Online sections (W)** are totally online. Students can typically choose the time of day they work on the course, but will be required to meet posted deadlines for work. Faculty interact with students through online office hours, chats, discussion posts, and email.

**Online synchronous sections (V)** are fully online but with synchronous, scheduled, real-time lectures and interaction with faculty. Students will be expected to meet online with their instructor and classmates at scheduled dates and times. Students with a “T” notation require that students bring their own laptop. Computers will not be provided but are needed during the class period.

How to read a course code

**example:**

COM-101-001H

- **COM** = subject
- **101** = course number
- **001** = section number
- **H** = section code

Online options will still offer opportunities to interact with faculty and classmates.*

*Sections with a “T” notation require that students bring their own laptop. Computers will not be provided but are needed during the class period.*