



# registration guide

fall 2023 and spring 2024

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# registration guide

PARKLAND COLLEGE | fall 2023

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](https://parkland.edu/register). To register for noncredit classes, visit [parkland.edu/communityeducation](https://parkland.edu/communityeducation). Many of your enrollment resources can now be found on Parkland's new student portal, Connect. To get started, simply visit [connect.parkland.edu](https://connect.parkland.edu).

## Dates and Deadlines

### Fall semester 2023

March 27.....	Registration for continuing students
April 3.....	Open registration begins
November 3.....	Deadline to petition for fall graduation
December 1.....	Last day to withdraw with a W (except for first 8-week classes; deadline for those classes is October 6)
December 11-15.....	Final exams

### For classes that begin the week of August 21

July 31.....	Tuition deadline
August 20.....	Last day to register
August 27.....	Last day to drop with no record and 100% refund

### For classes that begin the week of September 11

August 21.....	Tuition deadline
September 10.....	Last day to register
September 17.....	Last day to drop with no record and 100% refund

### For classes that begin the week of October 16

September 25.....	Tuition deadline
October 15.....	Last day to register
October 22.....	Last day to drop with no record and 100% refund

### Campus holidays and closures

September 4.....	Labor Day (college closed)
November 22-26.....	Thanksgiving recess (begins at 5pm November 22; college closed)
December 22-January 1.....	Winter break (college closed)

### Important financial deadlines

August 1.....	First day bookstore vouchers are issued
September 22.....	Last day to use bookstore vouchers
September 29.....	First financial aid refunds are mailed/deposited
October 27.....	Mid-term 2 <sup>nd</sup> refunds are mailed/deposited

# Final Examination Schedule December 11–15, 2023

## DAY CLASSES

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

## EVENING CLASSES

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

If your evening class is held on (first meeting of the week):	The final exam will be held:
Monday	Monday, December 11
Tuesday	Tuesday, December 12
Wednesday	Wednesday, December 13
Thursday	Thursday, December 14

## 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. 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 must do the following:

1. Download and complete the **withdraw form**.
2. Obtain a signature from your instructor(s) for the classes in which you'd like to withdraw.
3. Obtain a signature from Financial Aid and Veterans Services.
4. Return the fully completed form to the Admissions Office (U214) or email it to **registration@parkland.edu**.

A signature from Financial Aid is required on all withdraw requests to make sure that all students understand that there may be financial consequences for withdrawing from the class. Changes to enrollment may impact current and future financial aid eligibility. 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 **selfserv.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 earning a C or higher. 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](http://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](http://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.

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PARKLAND COLLEGE | spring 2024

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## Dates and Deadlines

### Spring semester 2024

October 23.....	Registration for continuing students
October 30.....	Open registration begins
March 8.....	Deadline to petition for spring graduation
April 26.....	Last day to withdraw with a W (except for first 8-week classes; deadline for those classes is February 23)
May 3-9.....	Final exams

### For classes that begin the week of January 8

December 11.....	Tuition deadline
January 7.....	Last day to register
January 14.....	Last day to drop with no record and 100% refund

### For classes that begin the week of January 29

January 8.....	Tuition deadline
January 28.....	Last day to register
February 4.....	Last day to drop with no record and 100% refund

### For classes that begin the week of March 4

February 12.....	Tuition deadline
March 3.....	Last day to register
March 10.....	Last day to drop with no record and 100% refund

### Campus holidays and closures

January 15.....	Martin Luther King Jr Day (college closed)
February 22.....	Professional Development Day (no day or evening classes)
March 9-17.....	Spring vacation
March 15.....	Spring holiday (college closed)

### Important financial deadlines

December 12.....	First day bookstore vouchers are issued
February 9.....	Last day to use bookstore vouchers
February 16.....	First financial aid refunds are mailed/deposited
March 14.....	Mid-term 2 <sup>nd</sup> refunds are mailed/deposited

# Final Examination Schedule May 6–10, 2024

## DAY CLASSES

If your first class meeting during the week is:	The final exam will be held:
Monday at 7 am or 8 am	8–10 am, Monday, May 6
Monday at 9 am	8–10 am, Wednesday, May 8
Monday at 10 am	8–10 am, Thursday, May 9
Monday at 11 am	11 am–1 pm, Monday, May 6
Monday at 12 noon	11 am–1 pm, Wednesday, May 8
Monday at 1 pm	11 am–1 pm, Tuesday, May 7
Monday at 2 pm	2–4 pm, Tuesday, May 7
Monday at 3 pm or 4 pm	2–4 pm, Monday, May 6
Tuesday at 7 am or 8 am	8–10 am, Tuesday, May 7
Tuesday at 9 am or 10 am	8–10 am, Friday, May 3
Tuesday at 11 am or 12 noon	11 am–1 pm, Friday, May 3
Tuesday at 1 pm	2–4 pm, Wednesday, May 8
Tuesday at 2 pm	2–4 pm, Monday, May 6
Tuesday at 3 pm	2–4 pm, Wednesday, May 8
Tuesday at 4 pm	2–4 pm, Monday, May 6
Any day class after Tuesday	2–4 pm, Friday, May 3

## EVENING CLASSES

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

If your evening class is held on (first meeting of the week):	The final exam will be held:
Monday	Monday, May 6
Tuesday	Tuesday, May 7
Wednesday	Wednesday, May 8
Thursday	Wednesday, May 8

## Withdraw from a Class

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