



**PARKLAND
COLLEGE**

registration guide

summer and fall 2024

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registration guide

PARKLAND COLLEGE | summer 2024

Our Financial Guide provides important information you will need as you register for Parkland College credit courses, including dates, and deadlines, tuition and fee information, and how to pay for classes. For more information about tuition and aid, please visit parkland.edu/tuition.

Dates and Deadlines

Summer semester 2024

Instruction begins May 13, June 3, and July 1 and ends no later than July 25. Final exams will be held during the last class meeting.

March 18.....	Registration for continuing students
March 25.....	Open registration begins
July 12.....	Deadline to petition for summer graduation

For classes that begin the week of May 13

April 22.....	Tuition deadline
May 12.....	Last day to register
May 19.....	Last day to drop with no record and 100% refund

For classes that begin the week of June 3

May 13.....	Tuition deadline
June 2.....	Last day to register
June 9.....	Last day to drop with no record and 100% refund

For classes that begin the week of July 1

June 10.....	Tuition deadline
June 30.....	Last day to register
July 7.....	Last day to drop with no record and 100% refund

Campus holidays and closures

May 27.....	Memorial Day (college closed)
July 4.....	Independence Day observed (<i>college closed</i>)
June 7 – July 26.....	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 7 – July 28, therefore, please note that some withdrawal deadlines may be on a Thursday.

Important financial deadlines

May 8.....	First day bookstore vouchers are issued
June 13.....	Last day to use bookstore vouchers
June 20.....	First financial aid refunds are mailed/deposited
July 18.....	Mid-term 2 nd refunds are mailed/deposited

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 withdrawal 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

The CTC offers flexible, open registration anytime during the semester.

The courses offered are Microsoft Word, Excel, PowerPoint, Access, and Outlook.

Other courses are Keyboarding, Computer Basics, Windows, Google and more!

These are online courses, and it also offers use of the CTC Lab on campus where you can get one-on-one help.

For CTC hours, semester course schedule, and other information, visit parkland.edu/ctc, call 217.353.2165 OR email Leann McPike, Director of the CTC, lmcpike@parkland.edu

She can register you for any of these courses.

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. KIN 203 & 247 provide a certified personal trainer twice per week in addition to access to the facility during all open hours. Anyone enrolled 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. See parkland.edu/fitnesscenter for hours and requirements.

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Dates and Deadlines

Fall semester 2024

March 25.....	Registration for continuing students
April 1.....	Open registration begins
November 1	Deadline to petition for fall graduation
November 27.....	Last day to withdraw with a W (except for first 8-week classes; deadline for those classes is October 4)
December 9-13.....	Final exams

For classes that begin the week of August 19

July 29.....	Tuition deadline
August 18.....	Last day to register
August 25.....	Last day to drop with no record and 100% refund

For classes that begin the week of September 9

August 19.....	Tuition deadline
September 8.....	Last day to register
September 15.....	Last day to drop with no record and 100% refund

For classes that begin the week of October 14

September 23.....	Tuition deadline
October 13	Last day to register
October 20	Last day to drop with no record and 100% refund

Campus holidays and closures

September 2.....	Labor Day (college closed)
November 27-December 1.....	Thanksgiving recess (begins at 5pm November 27; college closed)
December 23-January 1.....	Winter break (college closed)

Important financial deadlines

July 30.....	First day bookstore vouchers are issued
September 20	Last day to use bookstore vouchers
September 27.....	First financial aid refunds are mailed/deposited
October 25.....	Mid-term 2 nd refunds are mailed/deposited

Final Examination Schedule December 9-13, 2024

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 10
Monday at 8 am	8–10 am, Monday, December 9
Monday at 9 am	8–10 am, Wednesday, December 11
Monday at 10 am	8–10 am, Thursday, December 12
Monday at 11 am	11 am–1 pm, Monday, December 9
Monday at noon	11 am–1 pm, Wednesday, December 11
Monday at 1 pm	11 am–1 pm, Tuesday, December 10
Monday at 2 pm	2–4 pm, Tuesday, December 10
Monday at 3 pm or 4 pm	2–4 pm, Monday, December 9
Tuesday at 7 am	8–10 am, Monday, December 9
Tuesday at 8 am	8–10 am, Tuesday, December 10
Tuesday at 9 am or 10 am	8–10 am, Friday, December 13
Tuesday at 11 am	11 am–1 pm, Thursday, December 12
Tuesday at noon	11 am–1 pm, Friday, December 13
Tuesday at 1 pm	2–4 pm, Wednesday, December 11
Tuesday at 2 pm	2–4 pm, Thursday, December 12
Tuesday at 3 pm	2–4 pm, Wednesday, December 11
Tuesday at 4 pm	2–4 pm, Thursday, December 12
Any day class after Tuesday	2–4 pm, Friday, December 13

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 9
Tuesday	Tuesday, December 10
Wednesday	Wednesday, December 11
Thursday	Thursday, December 12

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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.

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