registration guide
spring, summer, and fall 2022

TABLE OF CONTENTS

Spring semester
  Dates and Deadlines ........................................... 1
  Withdraw from a Class ........................................ 2
  Additional Course Information ............................... 3

Summer session
  Dates and Deadlines ........................................... 4
  Withdraw from a Class ........................................ 5
  Additional Course Information ............................... 6

Fall semester
  Dates and Deadlines ........................................... 7
  Withdraw from a Class ........................................ 8
  Additional Course Information ............................... 9
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**Dates and Deadlines**

**Spring semester 2022**

- **October 24–October 31**: Registration for continuing students
- **November 1**: Open registration begins
- **March 4**: Deadline to petition for spring graduation to participate in commencement
- **April 1**: Deadline to petition for spring graduation, not participating in commencement
- **April 29**: Last day to withdraw with a W (except for first 8-week classes; deadline for those classes is February 25)
- **May 6–12**: Final exams
- **May 12**: Commencement

**For classes that begin the week of January 10**

- **December 13**: Tuition is due
- **January 9**: Last day to register
- **January 16**: Last day to drop with no record and 100% refund

**For classes that begin the week of January 31**

- **January 10**: Tuition is due
- **January 30**: Last day to register
- **February 6**: Last day to drop with no record and 100% refund

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

- **February 14**: Tuition is due
- **March 6**: Last day to register
- **March 13**: Last day to drop with no record and 100% refund

**Campus holidays and closures**

- **January 17**: Martin Luther King Jr. Day (college closed)
- **February 24**: Professional Development Day
- **March 12–20**: Spring vacation
- **March 18**: Spring holiday (college closed)

**Important financial deadlines**

- **December 14**: First day bookstore vouchers are issued
- **February 11**: Last day to use bookstore vouchers
- **February 18**: First financial aid refunds are mailed/deposited
- **March 17**: Mid-term 2nd refunds are mailed/deposited
Final Examination Schedule
May 6–12, 2022

DAY CLASSES

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   **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 and Financial Aid must be present on the form or if you communicated via email, submit that email communication along with the form or your email request. 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. We do not want any students to be missed.

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   - Office: U286
   - Phone: 217/351-2222
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**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
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*(Contact the director of reading for questions about interpretation.)*

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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.

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### Mathematics Placement

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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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## Dates and Deadlines

### Summer session 2022

*Instruction begins May 16, June 6, and July 5, and ends no later than July 28.*

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 21</td>
<td>Registration opens for continuing students</td>
</tr>
<tr>
<td>March 28</td>
<td>Open registration begins</td>
</tr>
<tr>
<td>July 15</td>
<td>Deadline to petition for summer graduation</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 25</td>
<td>Tuition due</td>
</tr>
<tr>
<td>May 15</td>
<td>Last day to register</td>
</tr>
<tr>
<td>May 22</td>
<td>Last day to drop with no record and 100% refund</td>
</tr>
</tbody>
</table>

#### For classes that begin the week of June 6

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 16</td>
<td>Tuition due</td>
</tr>
<tr>
<td>June 5</td>
<td>Last day to register</td>
</tr>
<tr>
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#### For classes that begin the week of July 5

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<thead>
<tr>
<th>Date</th>
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</tr>
</thead>
<tbody>
<tr>
<td>June 13</td>
<td>Tuition due</td>
</tr>
<tr>
<td>July 4</td>
<td>Last day to register</td>
</tr>
<tr>
<td>July 10</td>
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</tbody>
</table>

### Campus holidays and closures

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 30</td>
<td>Memorial Day (college closed)</td>
</tr>
<tr>
<td>July 4</td>
<td>Independence Day observed (college closed)</td>
</tr>
<tr>
<td>June 10–July 29</td>
<td>College offices closed on Fridays</td>
</tr>
</tbody>
</table>

*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 10–July 29, therefore, please note that some withdrawal deadlines may be on a Thursday.*

### Important financial deadlines

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 9</td>
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**Dates and Deadlines**

**Fall semester 2022**
- March 28: Registration for continuing students
- April 4: Open registration begins
- November 4: Deadline to petition for fall graduation
- December 2: Last day to withdraw with a W (except for first 8-week classes; deadline for those classes is October 8)
- December 12–16: Final exams

**For classes that begin the week of August 22**
- August 1: Tuition deadline
- August 21: Last day to register
- August 28: Last day to drop with no record and 100% refund

**For classes that begin the week of September 12**
- August 22: Tuition deadline
- September 11: Last day to register
- September 18: Last day to drop with no record and 100% refund

**For classes that begin the week of October 17**
- September 26: Tuition deadline
- October 16: Last day to register
- October 23: Last day to drop with no record and 100% refund

**Campus holidays and closures**
- September 5: Labor Day (college closed)
- November 23–27: Thanksgiving recess (begins at 5pm November 23; college closed)
- December 23–January 2: Winter break (college closed)

**Important financial deadlines**
- August 2: First day bookstore vouchers are issued
- September 23: Last day to use bookstore vouchers
- September 30: First financial aid refunds are mailed/deposited
- October 28: Mid-term 2nd refunds are mailed/deposited
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### Final Examination Schedule December 12–16, 2022

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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](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.