



**PARKLAND  
COLLEGE**

# registration guide

fall 2021 and spring 2022

## TABLE OF CONTENTS

### Fall semester

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

### Spring semester

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



# registration guide

PARKLAND COLLEGE | fall 2021

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](http://parkland.edu/register). To register for noncredit classes, visit [parkland.edu/communityeducation](http://parkland.edu/communityeducation).

## Dates and Deadlines

### Fall semester 2021

March 28–April 4 . . . . .	Registration for continuing students
April 5 . . . . .	Open registration begins
November 5 . . . . .	Deadline to petition for fall graduation
December 3 . . . . .	Last day to withdraw with a W (except for first 8-week classes; deadline for those classes is October 8)
December 13–17 . . . . .	Final exams

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

August 3 . . . . .	Tuition is due
August 22 . . . . .	Last day to register
August 29 . . . . .	Last day to drop with no record and 100% refund

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

August 23 . . . . .	Tuition is due
September 7 . . . . .	Second tuition deadline
September 12 . . . . .	Last day to register
September 19 . . . . .	Last day to drop with no record and 100% refund

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

September 27 . . . . .	Tuition is due
October 12 . . . . .	Second tuition deadline
October 17 . . . . .	Last day to register
October 24 . . . . .	Last day to drop with no record and 100% refund

### Campus holidays and closures

August 16 . . . . .	Faculty and Staff Development ( <i>offices closed 8–10am</i> )
September 6 . . . . .	Labor Day ( <i>college closed</i> )
November 24–28 . . . . .	Thanksgiving recess ( <i>begins at 5pm November 24; college closed</i> )
December 23–January 2 . . . . .	Winter break ( <i>college closed</i> )

### Important financial deadlines

August 4 . . . . .	First day bookstore vouchers are issued
September 24 . . . . .	Last day to use bookstore vouchers
October 1 . . . . .	First financial aid refunds are mailed/deposited
October 29 . . . . .	Mid-term 2 <sup>nd</sup> refunds are mailed/deposited
November 26 . . . . .	Last day to request student loan for fall

# Final Examination Schedule

## December 13–17, 2021

### 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 14
Monday at 8 am	8–10 am, Monday, December 13
Monday at 9 am	8–10 am, Wednesday, December 15
Monday at 10 am	8–10 am, Thursday, December 16
Monday at 11 am	11 am–1 pm, Monday, December 13
Monday at 12 noon	11 am–1 pm, Wednesday, December 15
Monday at 1 pm	11 am–1 pm, Tuesday, December 14
Monday at 2 pm	2–4 pm, Tuesday, December 14
Monday at 3 pm or 4 pm	2–4 pm, Monday, December 13
Tuesday at 7 am	8–10 am, Monday, December 13
Tuesday at 8 am	8–10 am, Tuesday, December 14
Tuesday at 9 am or 10 am	8–10 am, Friday, December 17
Tuesday at 11 am	11 am–1 pm, Thursday, December 16
Tuesday at 12 noon	11 am–1 pm, Friday, December 17
Tuesday at 1 pm	2–4 pm, Wednesday, December 15
Tuesday at 2 pm	2–4 pm, Thursday, December 16
Tuesday at 3 pm	2–4 pm, Wednesday, December 15
Tuesday at 4 pm	2–4 pm, Thursday, December 16
Any day class after Tuesday	2–4 pm, Friday, December 17

### 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 13
Tuesday	Tuesday, December 14
Wednesday	Wednesday, December 15
Thursday	Thursday, December 16

## 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 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 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.

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](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.

# registration guide

PARKLAND COLLEGE | spring 2022

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](http://parkland.edu/register). To register for noncredit classes, visit [parkland.edu/communityeducation](http://parkland.edu/communityeducation).

## 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 24)
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 ( <i>college closed</i> )
February 24 . . . . .	Professional Development Day
March 12–20 . . . . .	Spring vacation
March 18 . . . . .	Spring holiday ( <i>college closed</i> )

### 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 2 <sup>nd</sup> refunds are mailed/deposited

# Final Examination Schedule May 6–12, 2022

## 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, May 10
Monday at 8 am	8–10 am, Monday, May 9
Monday at 9 am	8–10 am, Wednesday, May 11
Monday at 10 am	8–10 am, Thursday, May 12
Monday at 11 am	11 am–1 pm, Monday, May 9
Monday at 12 noon	11 am–1 pm, Wednesday, May 11
Monday at 1 pm	11 am–1 pm, Tuesday, May 10
Monday at 2 pm	2–4 pm, Tuesday, May 10
Monday at 3 pm or 4 pm	2–4 pm, Monday, May 9
Tuesday at 7 am	8–10 am, Monday, May 9
Tuesday at 8 am	8–10 am, Tuesday, May 10
Tuesday at 9 am or 10 am	8–10 am, Friday, May 6
Tuesday at 11 am	11 am–1 pm, Thursday, May 12
Tuesday at 12 noon	11 am–1 pm, Friday, May 6
Tuesday at 1 pm	2–4 pm, Wednesday, May 11
Tuesday at 2 pm	2–4 pm, Thursday, May 12
Tuesday at 3 pm	2–4 pm, Wednesday, May 11
Tuesday at 4 pm	2–4 pm, Thursday, May 12
Any day class after Tuesday	2–4 pm, Friday, May 6

## 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 9
Tuesday	Tuesday, May 10
Wednesday	Wednesday, May 11
Thursday	Thursday, May 12

## 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 have 2 options:

1. Fill out the [withdraw form](#) and return it either to the Admissions Office (U214) or email to [registration@parkland.edu](mailto:registration@parkland.edu)
2. Send an email from your Parkland student email account to [registration@parkland.edu](mailto: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 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.

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](mailto: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](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.