



**PARKLAND
COLLEGE**

registration guides

fall 2020 and spring 2021

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registration guide

PARKLAND COLLEGE | fall 2020

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 2020

March 30–April 5	Early registration for continuing students
April 6	Open registration begins
August 4	Tuition deadline for classes that start August 24, September 14, and October 19
November 6	Deadline to petition for fall graduation
December 4	Last day to withdraw with a W (except for first 8-week classes; deadline for those classes is October 9)
December 14–18	Final exams

For classes that begin the week of August 24

August 18	Tuition deadline
August 23	Last day to register
August 30	Last day to drop with no record and 100% refund

For classes that begin the week of September 14

September 8	Tuition deadline
September 13	Last day to register
September 20	Last day to drop with no record and 100% refund

For classes that begin the week of October 19

October 13	Tuition deadline
October 18	Last day to register
October 25	Last day to drop with no record and 100% refund

Campus holidays and closures

August 10	Faculty and Staff Development (<i>offices closed 8–10am</i>)
September 7	Labor Day (<i>college closed</i>)
November 3	Election Day (<i>college closed</i>)
November 25–29	Thanksgiving recess (<i>begins at 5 pm November 25; college closed</i>)
December 24–January 3	Winter break (<i>begins at 5 pm December 23; college closed</i>)

Important financial deadlines

August 10	First day bookstore vouchers are issued
September 25	Last day to use bookstore vouchers
October 2	First financial aid refunds are mailed/deposited
October 30	Mid-term 2 nd refunds are mailed/deposited

Final Examination Schedule

December 14–18, 2020

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 15
Monday at 8 am	8–10 am, Monday, December 14
Monday at 9 am	8–10 am, Wednesday, December 16
Monday at 10 am	8–10 am, Thursday, December 17
Monday at 11 am	11 am–1 pm, Monday, December 14
Monday at 12 noon	11 am–1 pm, Wednesday, December 16
Monday at 1 pm	11 am–1 pm, Tuesday, December 15
Monday at 2 pm	2–4 pm, Tuesday, December 15
Monday at 3 pm or 4 pm	2–4 pm, Monday, December 14
Tuesday at 7 am	8–10 am, Monday, December 14
Tuesday at 8 am	8–10 am, Tuesday, December 15
Tuesday at 9 am or 10 am	8–10 am, Friday, December 18
Tuesday at 11 am	11 am–1 pm, Thursday, December 17
Tuesday at 12 noon	11 am–1 pm, Friday, December 18
Tuesday at 1 pm	2–4 pm, Wednesday, December 16
Tuesday at 2 pm	2–4 pm, Thursday, December 17
Tuesday at 3 pm	2–4 pm, Wednesday, December 16
Tuesday at 4 pm	2–4 pm, Thursday, December 17
Any day class after Tuesday	2–4 pm, Friday, December 18

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 14
Tuesday	Tuesday, December 15
Wednesday	Wednesday, December 16
Thursday	Thursday, December 17

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.

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 or English 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

Liberal arts sections of ENG 102 (the even-numbered sections listed below) 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

Career-oriented sections of ENG 102 (the odd-numbered sections listed below) 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. CTC is open August 24–December 15.

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.

registration guide

PARKLAND COLLEGE | spring 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. To register for noncredit classes, visit parkland.edu/communityeducation.

Dates and Deadlines

Spring semester 2021

October 25–November 1	Early registration for continuing students
November 2	Open registration begins
March 2	Deadline to petition for spring graduation to participate in commencement
April 2	Deadline to petition for spring graduation not participating in commencement
April 30	Last day to withdraw with a W (except for first 8-week classes; deadline for those classes is February 26)
May 7–13	Final exams
May 13	Commencement
December 15	Tuition deadline for classes that start January 11, February 1, and March 8

For classes that begin the week of January 11

January 5	Tuition deadline
January 10	Last day to register
January 17	Last day to drop with no record and 100% refund

For classes that begin the week of February 1

January 26	Tuition deadline
January 31	Last day to register
February 7	Last day to drop with no record and 100% refund

For classes that begin the week of March 8

March 2	Tuition deadline
March 7	Last day to register
March 14	Last day to drop with no record and 100% refund

Campus holidays and closures

January 18	Martin Luther King Jr. Day (<i>college closed</i>)
February 25	Professional Development Day
March 12–21	Spring vacation
March 19	Spring holiday (<i>college closed</i>)

Important financial deadlines

December 7	First day bookstore vouchers are issued
February 12	Last day to use bookstore vouchers
February 19	First financial aid refunds are mailed/deposited
March 18	Mid-term 2 nd refunds are mailed/deposited

Final Examination Schedule

May 7–13, 2020

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

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 10
Tuesday	Tuesday, May 11
Wednesday	Wednesday, May 12
Thursday	Thursday, May 13

Withdraw from a Class

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modes of instruction

PARKLAND COLLEGE | fall 2020 and spring 2021

At Parkland College, we are committed to your safety, your access to educational opportunities, and your academic success. This academic year, the college will offer several different modes of instruction to better accommodate our students during the pandemic.

Opportunities for On-Campus Instruction



Hybrid sections (H) have some meeting time on campus and some work online. Attendance at the on-campus sessions is expected. On-campus sessions will be in small groups with social distancing.



Flexible sections (F) allow students to choose to come to campus, stay home and watch a live stream, or watch the recorded class before the next course session.

Opportunities for Online Instruction



Online sections (W) are totally online. Students can typically choose the time of day they work on the course. 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 on scheduled dates.

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.*

**If needed, due to social distancing requirements enacted by the State of Illinois and/or federal agencies, classes will transition to fully online.*

**If all classes move to fully online, students will need a minimum of a computer, webcam, and reliable internet.*