

registration guide

PARKLAND COLLEGE | fall 2019

This 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 2019

April 1–7 early registration for continuing students

April 8 open registration begins

July 30 first tuition deadline for classes that start August 19, September 9, and October 14

November 8 deadline to petition for fall graduation

November 27 last day to withdraw with a W

December 9–13 final exams

For classes that begin the week of August 19

July 30: If registered for these classes on or before July 30, tuition is due in full, or a payment plan or financial aid needs to be in place.

August 13 second deadline for fall 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

July 30: If registered for these classes on or before July 30, tuition is due in full, or a payment plan or financial aid needs to be in place.

September 3 second deadline for fall tuition

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

July 30: If registered for these classes on or before July 30, tuition is due in full, or a payment plan or financial aid needs to be in place.

October 8 second deadline for fall tuition

October 13 last day to register

October 20 last day to drop with no record and 100% refund

Campus holidays and closures

August 12 faculty and staff development (offices closed 8–10am)

September 2 Labor Day (college closed)

November 28–December 1 Thanksgiving recess (begins at 5pm November 27; college closed)

December 21–January 1 winter break (begins at 5pm December 20; college closed)

Important financial deadlines

August 5 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 midterm/second refunds are mailed/deposited

Final Examination Schedule December 9–13, 2019

DAY CLASSES

If your first class meeting during the week is:

Monday at 7 am
Monday at 8 am
Monday at 9 am
Monday at 10 am
Monday at 11 am
Monday at 12 noon
Monday at 1 pm
Monday at 2 pm
Monday at 3 pm or 4 pm
Tuesday at 7 am
Tuesday at 8 am
Tuesday at 9 am or 10 am
Tuesday at 11 am
Tuesday at 12 noon
Tuesday at 1 pm
Tuesday at 2 pm
Tuesday at 3 pm
Tuesday at 4 pm
Any day class after Tuesday

The final exam will be held:

8–10 am, Tuesday, December 10
8–10 am, Monday, December 9
8–10 am, Wednesday, December 11
8–10 am, Thursday, December 12
11 am–1 pm, Monday, December 9
11 am–1 pm, Wednesday, December 11
11 am–1 pm, Tuesday, December 10
2–4 pm, Tuesday, December 10
2–4 pm, Monday, December 9
8–10 am, Monday, December 9
8–10 am, Tuesday, December 10
8–10 am, Friday, December 13
11 am–1 pm, Thursday, December 12
11 am–1 pm, Friday, December 13
2–4 pm, Wednesday, December 11
2–4 pm, Thursday, December 12
2–4 pm, Wednesday, December 11
2–4 pm, Thursday, December 12
2–4 pm, Friday, December 13

EVENING CLASSES

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

If your first class meeting during the week is:

Monday
Tuesday
Wednesday
Thursday

The final exam will be held:

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

Course Drops and Withdrawals

Student-Initiated Drop

To drop a class with no record and receive a refund, students must either drop the class online by the Sunday following the first day of class, OR go to Admissions and Records, U214, by the Friday following the first day of class. No refunds are given for withdrawing from a class after those deadlines.

Student-Initiated Withdrawal

Students may withdraw from any class until 5pm on the last business day of the week before the last week of instruction (this does not include final exam week). Withdrawing after the first week of class results in a “W” grade on the transcript and no refund will be given.

To withdraw, a student should speak with the instructor, department chair, or program director to request their signature on the withdrawal form. A student must withdraw in person at Admissions and Records in U214, by emailing the form to admissions@parkland.edu, or by mailing in a “Withdraw from Classes” form (download at www.parkland.edu/forms) before the deadline. Note that changing your class schedule may affect financial aid. Please check with the Office of Financial Aid and Veteran Services, U286, prior to making schedule changes or withdrawing from classes. Failing to withdraw properly may result in receiving a failing grade of F for that class.

Student Requests for Late Withdrawal

- A student may appeal a grade to the dean of learning support in cases where F grades have been recorded because the student was unable to officially withdraw.
- A student may petition the dean of learning support for a medical withdrawal from any and all courses in a semester.

Faculty-Initiated (Administrative) Withdrawals

At the census day immediately following the student drop period, faculty will initiate the administrative withdrawal process for students who have never attended. After the census date and at any time up until midterm, faculty will initiate the administrative withdrawal process for students who have ceased to attend. Attendance in an online class is measured in terms of student participation in online class discussions or contact with the faculty member.

Faculty are required to certify students’ attendance at midterm. After midterm, faculty cannot withdraw any student; withdrawal from a class must be done by the student prior to the withdrawal deadlines. All faculty-initiated withdrawals result in a W grade on the permanent academic record. No refunds are given.

Additional Course Information

Critical Comprehension Skills (CCS)

CCS courses focus on reading and study skills essential for college success. Students enrolling for the first time in a course requiring college-level reading skills must first take the reading assessment. They will be placed in a CCS course or be exempt based on their performance on the test. Students who have appropriate standardized test scores, such as ACT or SAT, or who are transferring credit in two reading-intensive courses, will be placed directly into college-level reading classes without taking the Parkland assessment test. For more information, call 217/351-2217.

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.

Math Assessment

Parkland College is committed to helping students achieve success in their coursework. In this effort, the college has designed a math assessment program to aid students in selecting the most appropriate math course while taking into account their widely varied math backgrounds. For more information, see parkland.edu/assessment.

- Assessment or credit in the list prerequisite course is required prior to registering in any math course.
- Assessment scores are valid for only two years; thereafter, the student must be reassessed.
- Students with transfer credit in math are not required to take the assessment but can be placed in courses based on math credits earned within the last five years (after a review of transcripts).
- Online/hybrid math classes are a convenient option but are not a good first choice for everyone. Consider an online/hybrid class if you are organized, manage your time well, and learn math well in an independent format. Previous experience with the online classes is highly recommended prior to taking an online math course. Some on-campus or proctored off-campus testing is required.

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 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.

financial guide

PARKLAND COLLEGE | fall 2019

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.

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Tuition and Fees

(Tuition costs are listed per credit hour.*) On-campus	Online
In Parkland College District 505 \$171	\$171
In Parkland College District 505 Tier 2** \$247.50	\$247.50
**class prefixes AFM, ALV, AVI (except AVI 111,112, and 113), CNH, DHG, LPN, NUR, OTA, RTT, SUR, VTT, and XRA	
Out-of-district	
Illinois residents \$386.00	\$247.50
Out-of-state/international \$531.00	\$302.50

*Each class has an additional fee. A service fee of 2.7% for payment with credit/debit card will be added.
 Pay tuition by the deadline to avoid being dropped for nonpayment (see dates and deadlines). NOTE: You are responsible for dropping your own classes to avoid bills and failing grades. **Do not assume you have been dropped for non-attendance or nonpayment.**

Fall 2019 Tuition Rate Table

Credit Hours	In-District	Out-of-District	Out-of-State/International
1	\$171	\$386	\$531
2	\$342	\$772	\$1,062
3	\$513	\$1,158	\$1,593
4	\$684	\$1,544	\$2,124
5	\$855	\$1,930	\$2,655
6	\$1,026	\$2,316	\$3,186
7	\$1,197	\$2,702	\$3,717
8	\$1,368	\$3,088	\$4,248
9	\$1,539	\$3,474	\$4,779
10	\$1,710	\$3,860	\$5,310
11	\$1,881	\$4,246	\$5,841
12	\$2,052	\$4,632	\$6,372
13	\$2,223	\$5,018	\$6,903
14	\$2,394	\$5,404	\$7,434
15	\$2,565	\$5,790	\$7,965

How to Pay

- Financial Aid: Verify status at my.parkland.edu (login required)
- Online: Visit my.parkland.edu (login required)
- Cashier Office: Room U250 (payment drop box is also located outside of the door)
- Mail check to Parkland College: Cashier, Room U250, 2400 W. Bradley Ave. Champaign, IL 61821
- Nelnet payment plan: parkland.edu/Nelnet

Refunds

If the college cancels a class, a full refund will be processed automatically. Refunds are not sent until the first financial aid refunds are mailed.

Scholarships

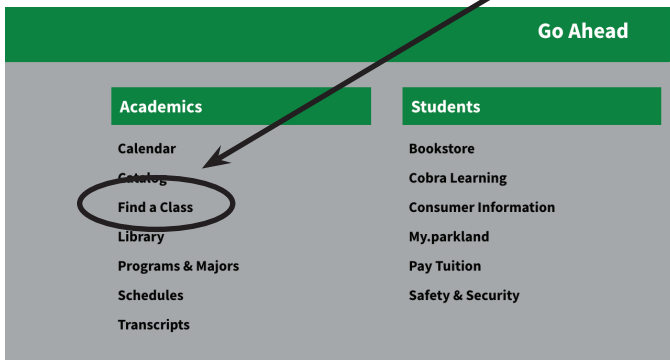
Parkland College and the Parkland Foundation, along with private donors, offer a variety of scholarships to Parkland students. Availability, deadlines, and award amounts vary. A listing of scholarships can be found by going to parkland.edu/scholarships. For more information, please contact us at 217/351-2222 or email finaid@parkland.edu.

find a class guide

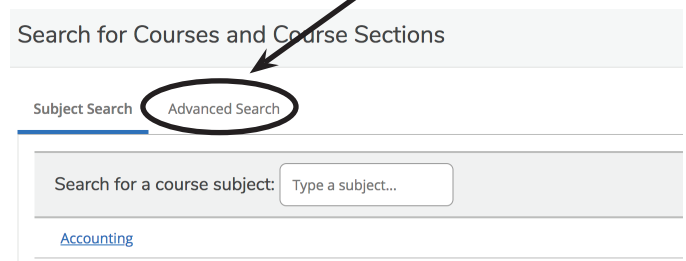
This guide provides step-by-step information for using the online Find a Class tool. It also provides a key for understanding how to read course information. To access Find a Class, please visit parkland.edu/findaclass.

Using the “Find a Class” Feature

1. Go to www.parkland.edu
2. Scroll all the way to the bottom and click on “Find a Class” under Academics.



3. A new window/tab will open where you can search for courses. If you want to do a more in-depth search with several courses or date selection, then click on “Advanced Search.”



Search for Courses and Course Sections

Subject Search **Advanced Search**

Catalog Advanced Search

Term	Meeting Start Date	Meeting End Date
Select Term	M/d/yyyy	M/d/yyyy

Courses

Subject	Course number	Section
Subject	Course number	Section
Subject	Course number	Section

+ Add More...

Days Of Week

<input type="checkbox"/> Sunday	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday
<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday	<input type="checkbox"/> Saturday	

Location

Select Location

Academic Level

Select Academic Level

Time Of Day

Select Time Of Day

Course Type

Select Course Type

Clear Search

4. Under Advanced Search, you will put in the term OR the start/end date. You can list multiple subjects, days of the week, and location. *The “time of day” feature does not work well for some of our courses. For example, if you choose “Evening (4pm–8pm), you will not get the courses that are 6–9pm.*

You can choose a semester OR start/end dates.

Put in course subjects to search for and course numbers if something specific. Click on “Add More” if you want more than three subjects.

If on campus, you can narrow the search down to specific days.

For location, you can choose online or main campus or other options.

Academic Level: Undergrad or Community Education

how to read class listing

ACC-101 Financial Accounting (4 Credits)

(IAI BUS 903) Financial statements as related to investors, creditors, and managers. Includes cash, receivables, inventory, noncurrent assets, investments, liabilities, and equities. F S Su

Requisites:

CCS 099 placement or CCS 098 with a grade of C or higher. - Must be completed prior to taking this course.

Locations:

Parkland Main Campus, Parkland Remote Site, Other Sites, Online

Offered:

All Sessions

[View Available Sections for ACC-101](#)

Spring 2019

[Financial Accounting 001](#) 

Seats	Times	Locations	Instructors
8	M/W 9:00 AM - 10:50 AM 1/14/2019 - 5/9/2019	Parkland Main Campus, Main Campus B213 Lecture/Discussion	Smith, J

SECTION NUMBER

001-049	Full semester
051W-099W	Full semester, online
101-149	First eight weeks
151W-199W	First eight weeks, online
201-249	13 week
251W-299W	13 week, online
301-349	Second eight weeks
351W-399W	Second eight weeks, online
401-449	Odd dates
451W-499W	Odd dates, online

SECTION NUMBER CODES

D	Dual Credit
E	Work Experience/ Internship
H	Hybrid
R	Restricted/department permission required
S	Study Abroad
U	Open Entry/Open Exit
W	Online
X	Extended Hour

INSTRUCTIONAL METHOD

LEC	Lecture
ONL	Online
EXP	Work experience/internship (off-campus)
CLN	Clinical site (off-campus)
LAB	Lab
OPE	Open-entry, open-exit
HYC	Hybrid (≥50% in-class)
HYO	Hybrid (≥50% online)

DAYS

M	Monday
T	Tuesday
W	Wednesday
R	Thursday
F	Friday
S	Saturday
U	Sunday

START/END DATES

LOCATION

A	A Wing (East)
AVI	Institute of Aviation
B	B Wing (Southeast)
C	C Wing (Southwest)
D	D Wing (South)
E	Adult Basic Ed/Literacy Center
G	Child Development Center
H	Health Professions on Mattis
J	Community Education on Mattis
L	L Wing (Northeast)
M	M Wing (Northwest)
P	Physical Education Building
R	Library
S	South Building
T	Applied Technology Center
U	Student Services Center
W	West Building
X	College Center
Y	Construction Education Alliance