

ENROLLMENT SERVICES
www.pstcc.edu • (865) 694-6400

STEPS FOR ENROLLING

STEP 1 • GAIN ADMISSION

- Complete Application for Admission online at www.pstcc.edu.
- Pay \$10 application fee.

DEGREE-SEEKING STUDENTS

- Submit official high school transcripts (must include graduation with regular high school diploma) or GED scores.
- Submit official college transcripts and test scores, if applicable. (See Step 3.)
- Submit hepatitis B immunization form (if under 18, must be signed by parent or guardian) and measles/mumps/rubella immunization form as necessary.
For forms and exemptions: www.pstcc.edu/admissions.

NON-DEGREE STUDENTS

(Students not pursuing a degree or students seeking a certificate)

Please note: Non-degree students are not eligible for financial aid.

- Submit high school transcripts or GED scores.
STUDENTS ARE NOTIFIED OF ADMISSION ACCEPTANCE BY LETTER IN THE MAIL OR BY E-MAIL APPROXIMATELY 10 DAYS TO TWO WEEKS AFTER SUBMITTING ADMISSION APPLICATION.

ATTENTION: STUDENTS WITH DISABILITIES

If you need accommodations for a disability, contact the Services for Students With Disabilities Office, Goins 134 or (865) 539-7153.

STEP 2 • APPLY FOR FINANCIAL AID

- All degree-seeking students should apply for financial aid, which includes scholarships. (Non-degree students are not eligible for financial aid.) Begin by completing the Free Application for Federal Student Aid (FAFSA) and the Pellissippi State Scholarship Application. Remember: Applying early ensures you'll be considered for financial assistance.

**For financial aid forms or more info:
(865) 694-6565 • www.pstcc.edu, then Financial Aid**

www.pstcc.edu • (865) 694-6400

STEP 3 • SUBMIT TEST SCORES

- CONFIRMATION TESTING:** This test confirms whether or not a student needs to take developmental (pre-college-level) courses.
 - All new degree-seeking students with valid ACT subject scores below 19 or SAT equivalent must take the Confirmation Test in reading, writing and/or mathematics.
 - Students who are under 21 years of age and have not taken the ACT must take the Confirmation Test.
 - Students with college-level transfer credit in English and math do not take the test.

Please note: National ACT or SAT test scores are required for eligibility for the Tennessee Education Lottery Scholarship. National ACT test dates and enrollment information can be found at www.act.org. For more information, call (865) 694-6400 or 694-6454.

STEP 4 • MAKE ADVISING & ORIENTATION APPOINTMENTS

DEGREE-SEEKING STUDENTS

- First-time degree-seeking freshmen are required to attend New Student Orientation and see an advisor to ensure a successful start at Pellissippi State.
- Steps 1-3 must be completed **BEFORE** you can make advising and orientation appointments. To schedule advising and orientation: (865) 694-6400.

NON-DEGREE STUDENTS

Non-degree students are not required to see an advisor before registering. Remember to bring college transcripts or take the Confirmation Test if you plan to take math or English.

FOR MORE INFORMATION CALL (865) 694-6400

STEP 5 • REGISTER FOR CLASSES

- Registering early gives you a better choice of course offerings and class times. For a complete list of registration dates: www.pstcc.edu. To register online, follow the instructions on Page 7.

STEP 6 • CONFIRM ATTENDANCE & PAY TUITION

- Fees may be paid online, by mail or phone, or in person at the Cashier's Office on any campus. To pay online, go to www.pstcc.edu, then go to myPellissippi. **YOUR CLASS SCHEDULE WILL BE CANCELED IF YOUR FEES ARE NOT PAID BY THE DEADLINE.**

FULL TERM (15 WEEKS)—January 14-May 6

Registration for Spring 2010.....	November 10, 2009-January 11, 2010
Priority Financial Aid Application Deadline.....	December 1
Deadline to Confirm Schedule and Pay Fees for Registration That Occurred on or Prior to January 4	January 4
State Employee Waiver Registration Begins.....	January 6
Application/Registration Deadline.....	January 11
Deadline to Take ACT/Confirmation Test.....	January 11
Schedule Confirmation and Fee Deadline	January 11
Deadline for 100% Refund.....	January 13
Bookstore Textbook Charge Period.....	January 13-22
	(Bookstore open January 16)
Classes Begin	January 14
Holiday, College Closed	January 18
Last Day to Add Classes	January 19
Deadline to Change to or From Audit	January 20
Deadline to Drop a Class Without “W” Grade	January 27
Deadline for 75% Refund	January 27
Deadline to Submit Waiver/Discount Forms	January 27
Begin Releasing Financial Aid Refunds.....	February 3
	(Electronic refunds are processed first)
Deadline for 25% Refund	February 10
Fall “I” Grades Change to “F”	March 5
Spring Break for Students	March 7-14
Deadline to Drop a Class With “W” Grade	March 26
Registration for Summer 2010	November 10, 2009-May 27, 2010
Registration for Fall 2010.....	April 5-August 25
Holiday, College Closed	April 2-4
Deadline for Completion of Intent to Graduate Forms and Certificate Applications for Summer and Fall 2010	April 16
Last Day of Classes.....	May 1
Exam Period	May 3-6
Grades Due in Enrollment Services	May 7 by 4:30 p.m.
Commencement	May 7

FIRST 5-WEEK “FAST TRACK” SESSION—January 14-February 17

Deadline to Confirm Schedule and Pay Fees for Registration That Occurred on or Prior to January 4	January 4
Schedule Confirmation and Fee Deadline	January 11
Application/Registration Deadline.....	January 11
Deadline for 100% Refund.....	January 13
Classes Begin	January 14
Deadline to Add a Class/Change to or From Audit.....	January 14
Holiday, College Closed	January 18
Deadline to Drop a Class Without “W” Grade	January 20
Deadline for 75% Refund	January 20
Deadline to Drop a Class With “W” Grade	February 5
Last Day of Classes.....	February 17

SECOND 5-WEEK “FAST TRACK” SESSION—February 18-March 31

Application/Registration Deadline	February 16
Fee Deadline	February 16
Deadline for 100% Refund	February 17
Classes Begin	February 18
Deadline to Add a Class/Change to or From Audit.....	February 18
Deadline to Drop a Class Without “W” Grade	February 24
Deadline for 75% Refund	February 24
Spring Break for Students	March 7-14
Deadline to Drop a Class With “W” Grade	March 19
Last Day of Classes.....	March 31

THIRD 5-WEEK “FAST TRACK” SESSION—April 5-May 7

Application/Registration Deadline	April 1
Fee Deadline	April 1
Deadline for 100% Refund	April 1
Holiday, College Closed	April 2-4
Classes Begin	April 5
Deadline to Add a Class/Change to or From Audit.....	April 5
Deadline for 75% Refund	April 9
Deadline to Drop a Class Without “W” Grade	April 11
Deadline to Drop a Class With “W” Grade	April 26
Last Day of Classes.....	May 7

SPRING—AHEAD PROGRAMS

AHEAD Business and Industrial Maintenance Technology students must consult with an advisor on course selection and schedule.

FULL TERM (8 Weeks)—June 1-July 27

Registration for Summer 2010	November 10, 2009-May 27, 2010
Priority Financial Aid Application Deadline	May 3
Deadline to Confirm Schedule and Pay Fees for Registration That Occurred on or Prior to May 24	May 24
State Employee Waiver Registration Begins.....	May 26
Schedule Confirmation and Fee Deadline	May 27
Application/Registration Deadline	May 27
Deadline to Take ACT/Confirmation Test	May 27
Deadline for 100% Refund	May 28
Bookstore Textbook Charge Period.....	May 28-June 7
Holiday, College Closed	May 31
Classes Begin	June 1
Deadline to Add a Class/Change to or From Audit.....	June 2
Last Day for 75% Refund	June 14
Last Day to Submit Waiver/Discount Forms	June 14
Deadline to Drop a Class Without “W” Grade	June 14
Begin Releasing Financial Aid Refunds.....	June 17
	(Electronic refunds are processed first)
Holiday, College Closed	July 5
Deadline to Drop a Class With “W” Grade	July 8
Last Day of Classes.....	July 27

FIRST SESSION—June 1-June 28

Deadline to Confirm Schedule and Pay Fees for Registration That Occurred on or Prior to May 24	May 24
Application/Registration Deadline	May 27
Deadline to Take ACT/Confirmation Test	May 27
Schedule Confirmation and Fee Deadline	May 27
Last Day for 100% Refund	May 28
Holiday, College Closed	May 31
Classes Begin	June 1
Deadline to Add a Class/Change to or From Audit.....	June 1
Deadline to Drop a Class Without “W” Grade	June 7
Last Day for 75% Refund	June 7
Deadline to Drop a Class With “W” Grade	June 18
Last Day of Classes.....	June 28

SECOND SESSION—July 1-July 29

Application/Registration Deadline	June 29
Deadline to Take ACT/Confirmation Test	June 29
Fee Deadline	June 29
Last Day for 100% Refund	June 30
Classes Begin	July 1
Deadline to Add a Class/Change to or From Audit.....	July 1
Holiday, College Closed	July 5
Last Day for 75% Refund	July 7
Deadline to Drop a Class Without “W” Grade	July 7
Deadline to Drop a Class With “W” Grade	July 19
Last Day of Classes.....	July 29

SUMMER—AHEAD Program

AHEAD Business and Industrial Maintenance Technology students must consult with an advisor on course selections and schedules.

HOW TO REGISTER ONLINE

NEW STUDENTS WHO HAVE ALREADY APPLIED FOR ADMISSION AND RETURNING STUDENTS

An e-mail or letter has been sent to you with your user name and password to access “myPellissippi,” your link to online registration.

Proceed to the steps for online registration below.

TO REGISTER OR CHECK FOR HOLDS ONLINE

Before you log in to myPellissippi for the first time, you must change your initial password.

1. Go to our homepage: www.pstcc.edu. Click on the **myPellissippi** icon at top.
2. First-time users: Click on **Help Me Change My Password** under Login button. If you do not know your new myPellissippi user name and initial password or are having login problems, call the Helpdesk, (865) 694-6537.
3. Log in using your new user name and new password (once you’ve changed it).
4. Click on **Registration and More!!**

NEW AND SECOND-SEMESTER STUDENTS: You can check to see if you have any holds (library fines, etc.), but you must meet with an advisor before you can register.

5. Click on the **Student** tab at top, then **Registration**.
6. Click on **Registration Status** to check on holds.

TO REGISTER:

7. Click again on **Student**, then **Registration**.
8. Click on **Drop/Add Classes**, then **Select Term** in which you want to enroll, then click **Submit** at bottom.
9. Follow instructions at top to select classes, then click on **Class Search** at bottom.
10. Click on the **box at left** of the course section you want, then **Register** or **Add to Worksheet** at bottom.
11. Follow instructions to print your **Student Detail Schedule**.
12. **CONFIRM ATTENDANCE/PAY FEES:** Click again on **Student and Financial Aid**, then **Registration**, then **Registration Fee Assessment** to determine your fees. Payment by Mastercard, Visa, Discover, American Express or check is accepted on the Web. You may also pay at the Cashier’s Office at any campus or visit us online for more information: www.pstcc.edu/departments/business_finance/cashier.

LEARNING AT A DISTANCE

(PELLISSIPPI STATE WEB, HYBRID, TELECOURSES VIDEOTAPE/DVD, TWO-WAY AUDIO/VIDEO; REGENTS ONLINE DEGREE PROGRAM)

To view orientation times and specific days and times for distance learning classes:

www.pstcc.edu/online

WEB COURSES

To enroll in a Web section, you must have access to your own computer with a graphic Web browser. Web courses may require an orientation with the instructor; check the above Web address for orientation times. Students are responsible for contacting the instructor. Some instructors require that exams be taken at an authorized testing center. Testing centers that are not a part of a Tennessee Board of Regents institution may require monitoring fees. Pellissippi State Web courses are listed in the course listings with section numbers WW1, WW2, etc.

HYBRID COURSES

Hybrid courses combine traditional classroom work with online instruction. For example, a 3-credit-hour course may meet in a classroom for 1.5 hours each week, with the remainder of the class online. For most classes, students may contact instructors at the first regularly scheduled classroom meeting. Some biology and chemistry hybrid courses may require an orientation with the instructor; check the class listing for orientation times.

VIDEOTAPE/DVD COURSES

For local students: Attend orientation to meet the instructor and receive course materials. Pick up the material for videotape/DVD sections the day of orientation at Educational Technology Services in Goins 242. **For students who miss orientation, add the course after the orientation or want more information:** Contact the instructor. Ask the instructor for the location of all reviews and tests. Videotape/DVD courses have section numbers VT1, VT2, etc.

TWO-WAY AUDIO/VIDEO (TWAV)

Pellissippi State broadcasts several classes from the Distance Learning Classroom on the Pellissippi Campus to Blount County, Division Street and Magnolia Avenue. Students have two-way audio and video contact with the instructor during class at all of the receiving sites. The courses are designated within the subject area with daytime section numbers P50, D50, B50 or M50, depending on the site. Night sections are denoted as section P70, D70, B70 or M70, with TWAV in the course title.

REGENTS ONLINE DEGREE PROGRAM

(RODP) is a partnership of all Tennessee Board of Regents colleges and universities. RODP provides an opportunity for students to enroll with the knowledge that all coursework is completely transferable among TBR partners. RODP courses, conducted entirely online, are different from Pellissippi State's Web course offerings. Section numbers for RODP courses are R50, R51, etc. RODP course fees are charged separately. For current information, visit www.rodpp.org/campus/pstcc.htm or call 1-888-223-0023.

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