

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 131 or (865) 694-6751.

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

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 APPOINTMENT

DEGREE-SEEKING STUDENTS

- Steps 1-3 must be completed BEFORE you can make an advising appointment. Schedule an advising appointment by calling (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 placement 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 5.

STEP 6 • ATTEND ORIENTATION

- First-time degree-seeking freshmen are required to attend New Student Orientation to ensure a successful start at Pellissippi State. For more info: www.pstcc.edu/admissions or (865) 694-6400.

STEP 7 • 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.**

ACADEMIC CALENDAR—FALL 2009

(865) 694-6400 • www.pstcc.edu

FULL TERM (15 Weeks)—August 29-December 12

Registration for Fall 2009	April 6-August 26
Priority Financial Aid Application Deadline	July 28
Deadline to Confirm Schedule and Pay Fees for Registration That Occurred on or Prior to August 18	August 18
State Employee Waiver Registration Begins	August 20
Schedule Confirmation and Fee Deadline	August 26
Application/Registration Deadline	August 26
Deadline to Take Placement Test	August 26
Deadline for 100% Refund	August 28
Bookstore Textbook Charge Period	August 28-September 4
	(Bookstore open August 29)
Classes Begin	Saturday, August 29
Last Day to Add Classes	September 2
Deadline to Change to or From Audit	September 4
Holiday, Labor Day, College Closed	September 7
Deadline to Drop a Class Without "W" Grade	September 11
Deadline for 75% Refund	September 11
Deadline to Submit Waiver/Discount Forms	September 11
Begin Releasing Financial Aid Refunds	September 18
Deadline for 25% Refund	September 25
Spring and Summer "I" Grades Change to "F"	October 16
Fall Break for Students	October 19-20
Deadline to Drop a Class With "W" Grade	November 5
Registration for Spring 2010	November 10-January 11
Registration for Summer 2010	November 10-May 27
Deadline for Completion of Intent to Graduate Forms and Certificate Applications for Spring and Summer 2010	November 20
Holiday, Thanksgiving, College Closed	November 26-29
Last Day of Classes	December 12
Exam Period	December 14-17
Grades Due In Enrollment Services	December 18 by 4:30 p.m.

FIRST 5-WEEK "FAST TRACK" SESSION—August 29-October 5

Deadline to Confirm Schedule and Pay Fees for Registration That Occurred on or Prior to August 18	August 18
Schedule Confirmation and Fee Deadline	August 26
Application/Registration Deadline	August 26
Deadline for 100% Refund	August 28
Classes Begin	August 29
Deadline to Change to or From Audit	August 29
Deadline to Drop a Class Without "W" Grade	September 4
Deadline for 75% Refund	September 4
Holiday, Labor Day, College Closed	September 7
Deadline to Drop a Class With "W" Grade	September 23
Last Day of Classes	October 5

SECOND 5-WEEK "FAST TRACK" SESSION—October 6–November 11

Application/Registration Deadline	October 2
Fee Deadline	October 2
Deadline for 100% Refund	October 5
Classes Begin	October 6
Deadline to Change to or From Audit	October 6
Deadline to Drop a Class Without "W" Grade	October 12
Deadline for 75% Refund	October 12
Fall Break for Students	October 19–20
Deadline to Drop a Class With "W" Grade	October 30
Last Day of Classes	November 11

THIRD 5-WEEK "FAST TRACK" SESSION—November 12–December 18

Application/Registration Deadline	November 10
Fee Deadline	November 10
Deadline for 100% Refund	November 11
Classes Begin	November 12
Deadline to Change to or From Audit	November 12
Deadline to Drop a Class Without "W" Grade	November 18
Deadline for 75% Refund	November 18
Holiday, Thanksgiving, College Closed	November 26–29
Deadline to Drop a Class With "W" Grade	December 7
Last Day of Classes	December 18

10-WEEK SESSION—August 29–November 11

Deadline to Confirm Schedule and Pay Fees for Registration That Occurred on or Prior to August 18	August 18
Schedule Confirmation and Fee Deadline	August 26
Application/Registration Deadline	August 26
Deadline for 100% Refund	August 28
Bookstore Textbook Charge Period	August 28–September 4 (Bookstore open August 29)
Classes Begin	August 29
Deadline to Change to or From Audit	September 4
Holiday, Labor Day, College Closed	September 7
Deadline to Drop a Class Without "W" Grade	September 11
Deadline for 75% Refund	September 11
Deadline for 25% Refund	September 16
Deadline to Drop a Class With "W" Grade	October 16
Fall Break for Students	October 19–20
Last Day of Classes	November 11

VERIFY YOUR CLASS SCHEDULE AFTER THE FEE PAYMENT DEADLINE AND BEFORE THE FIRST DAY OF CLASS

Just before the semester begins, go to www.pstcc.edu and log in to "myPellissippi," then link to your class schedule and doublecheck that all of your courses are still available. Classes sometimes have to be canceled if enrollment is low. Registering early and meeting fee deadlines reduces the number of canceled classes.

HOW TO REGISTER ONLINE

NEW STUDENTS WHO HAVE ALREADY APPLIED FOR ADMISSION AND RETURNING STUDENTS

- A 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.

NOTE: If you do not confirm your attendance and pay your fees by the due date, your classes will be dropped.

LEARNING AT A DISTANCE

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

To view orientation times and specific days and times for distance learning classes, visit 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 a 3-credit-hour history course, students meet in a classroom for 1.5 hours each week and complete the remainder of the class online. Hybrid courses are designated with a section number PC for Pellissippi Campus, BC for Blount County or DC for Division Street. 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 Web address above for orientation times.

TELECOURSES AND VIDEOTAPE COURSES

For local students: Attend orientation to meet the instructor and receive course materials. Pick up the tapes for videotape 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. Telecourse/ videotape 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)

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.rodpg.org/campus/pstcc.htm, or call 1-888-223-0023.**