

# Student Enrollment Guide

Spring-Summer 2012



**PELLISSIPPI STATE**  
**COMMUNITY COLLEGE**

Want to help people  
and earn a good salary?  
Consider a career in nursing.

Visit Pellissippi State at [www.pstcc.edu](http://www.pstcc.edu) or call 865.694.6400

ENROLLMENT SERVICES  
www.pstcc.edu • 865.694.6400

## STEPS FOR ENROLLING

### STEP 1 • GAIN ADMISSION

- Complete Application for Admission online at [www.pstcc.edu](http://www.pstcc.edu).
- Pay non-refundable \$20 one-time application fee.

#### DEGREE-SEEKING STUDENTS

- Submit—  
Official high school transcripts: Must include graduation with regular high school diploma.  
Home school transcripts: Accreditation will be verified.  
GED scores: Must have 450 composite score, with no subject score below 410.  
**TRANSCRIPTS MUST BE SUBMITTED PRIOR TO REGISTRATION.**
- Submit official college transcripts and test scores, if applicable. (See Step 3.)  
\* Students who do not meet minimum requirements for Learning Support courses cannot be admitted to the College and will be referred to the Adult Education program.
- Submit hepatitis B immunization form (if under 18, must be signed by parent or guardian) and measles/mumps/rubella/chicken pox immunization form as necessary.  
For forms and exemptions: [www.pstcc.edu/admissions](http://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 application receipt by letter in the mail or by e-mail approximately 10 days to two weeks after submitting admissions 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 will be considered for financial assistance.

For financial aid forms or more info:  
865.694.6400 • [www.pstcc.edu](http://www.pstcc.edu), then Financial Aid

### STEP 3 • SUBMIT TEST SCORES OR TAKE ENTRANCE TEST

- New students must submit valid ACT/SAT scores. If students do not have valid ACT/SAT scores, students will take a COMPASS test.

Valid test scores must have been earned within three years prior to the first day of class of the student's entering term.

ACT minimum college-level scores: English 18, Math 19, Reading 19.

SAT minimum college-level scores: English 450, Math 460, Reading 460. (English and Reading taken from critical reading score.)

COMPASS minimum college-level scores: Writing 77, Reading 83, Math 38.

- Students with scores below the minimum score in either the ACT/SAT or COMPASS must take the **Placement Test** in any area below college level. **Placement Test** scores determine course placement in Learning Support reading, English, or math courses or college-level English or math courses.
  - Students with college-level transfer credit in English and math do not have to take the placement test.
- \* Students who do not meet minimum requirements for Learning Support courses cannot be admitted to the College and will be referred to the Adult Education program.

### 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 and 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 Placement Test if you plan to take math or English.

FOR MORE INFORMATION CALL 865.694.6400

### STEP 5 • REGISTER FOR CLASSES

- Registering at least one month before the start of classes gives you a better choice of course offerings and class times. For a complete list of registration dates: [www.pstcc.edu](http://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 in person at the Cashier's Office on any campus. To pay online, go to [www.pstcc.edu](http://www.pstcc.edu), then go to myPellissippi.  
YOUR CLASS SCHEDULE WILL BE CANCELED IF YOUR FEES ARE NOT PAID BY THE DEADLINE.

## STEP 7 • GET YOUR STUDENT IDENTIFICATION CARD

- ☐ All credit students must have a Pellissippi State student ID card to use the Learning Support math labs, to check out media materials and to charge books at the Bookstore using financial aid funds.

### STUDENT IDENTIFICATION CARD INFORMATION

Student ID cards will be issued beginning January 12. You must register and confirm your attendance at least 24 hours prior to having your ID card made. You will need your P number and a photo ID. Cards are issued at the following locations:

**Pellissippi Campus:** Call 865.694.6555 for open times.  
Student Life Office, Goins 141  
Student Recreation Center

**Blount County Campus:** Call 865.981.5325 for open times.  
Educational Resources Center (ERC)

**Division Street Campus:** Call 865.971.5215 for open times.  
Educational Resources Center (ERC)

**Magnolia Avenue Campus:** Call 865.329.3110 for open times.  
Educational Resources Center (ERC)

## ACADEMIC CALENDAR—SPRING 2012

## FULL TERM (15 WEEKS)—January 12-May 3

Registration for Spring 2012 Begins.....	November 14, 2011
Priority Financial Aid Application Deadline.....	November 29
Deadline to Confirm Schedule and Pay Fees for Registration That Occurred on or Prior to January 3 .....	January 3
State Employee Waiver Registration Begins.....	January 5
Application Deadline .....	January 5
Deadline to Take Entrance Tests.....	January 6
Bookstore Textbook Charge Period.....	January 9-19 (Bookstore open January 14)
Schedule Confirmation and Fee Deadline .....	January 10
Deadline for 100% Refund .....	January 11
Classes Begin .....	January 12
Holiday, College Closed .....	January 16
Last Day to Add Classes/Change to or From Audit .....	January 17
Deadline to Drop a Class Without “W” Grade .....	January 25
Deadline for 75% Refund .....	January 25
Deadline to Submit Waiver/Discount Forms .....	January 25
Begin Releasing Financial Aid Refunds.....	February 3 (Electronic refunds processed first)
Deadline for 25% Refund .....	February 8
Fall “T” Grades Change to “F” .....	March 2
Spring Break for Students .....	March 4-11
Deadline to Drop a Class With “W” Grade .....	March 23
Registration for Fall 2012.....	Begins April 2
Deadline for Completion of Intent to Graduate Forms and Certificate Applications for Summer and Fall 2012 .....	April 13
Last Day of Classes.....	April 28
Exam Period .....	April 30-May 3
Grades Due in Enrollment Services .....	May 4 by 4:30 p.m.
Commencement .....	May 4

## FIRST 5-WEEK “FAST TRACK” SESSION—January 12-February 15

Deadline to Confirm Schedule and Pay Fees for Registration That Occurred on or Prior to January 3 .....	January 3
Application Deadline .....	January 5
Schedule Confirmation and Fee Deadline .....	January 10
Deadline for 100% Refund .....	January 11
Classes Begin .....	January 12
Deadline to Add a Class/Change to or From Audit.....	January 12
Holiday, College Closed .....	January 16
Deadline to Drop a Class Without “W” Grade .....	January 18
Deadline for 75% Refund .....	January 18
Deadline to Drop a Class With “W” Grade .....	February 3
Last Day of Classes.....	February 15

**ACADEMIC CALENDAR—SPRING 2012****SECOND 5-WEEK “FAST TRACK” SESSION—February 16-March 28**

Application Deadline .....	February 14
Fee Deadline .....	February 14
Deadline for 100% Refund .....	February 15
Classes Begin .....	February 16
Deadline to Add a Class/Change to or From Audit.....	February 16
Deadline to Drop a Class Without “W” Grade .....	February 22
Deadline for 75% Refund .....	February 22
Spring Break for Students .....	March 4-11
Deadline to Drop a Class With “W” Grade .....	March 16
Last Day of Classes.....	March 28

**THIRD 5-WEEK “FAST TRACK” SESSION—March 29-May 4**

Application/Registration Deadline .....	March 27
Fee Deadline .....	March 27
Deadline for 100% Refund .....	March 28
Classes Begin .....	March 29
Deadline to Add a Class/Change to or From Audit.....	March 29
Deadline for 75% Refund .....	April 4
Deadline to Drop a Class Without “W” Grade .....	April 4
Deadline to Drop a Class With “W” Grade .....	April 22
Last Day of Classes.....	May 4

**SPRING—AHEAD PROGRAMS**

AHEAD students must consult with an advisor on course selection and schedule.

**Summer 2012 application deadline: May 22**

**ACADEMIC CALENDAR—SUMMER 2012****FULL TERM (8 Weeks)—May 29-July 24**

Registration for Summer 2012 Begins .....	November 14, 2011
Priority Financial Aid Application Deadline .....	April 27
Deadline to Confirm Schedule and Pay Fees for Registration That Occurred on or Prior to May 17 .....	May 17
State Employee Waiver Registration Begins.....	May 21
Application Deadline .....	May 22
Bookstore Textbook Charge Period.....	May 22-June 1
Deadline to Take Entrance Tests.....	May 23
Schedule Confirmation and Fee Deadline .....	May 24
Deadline for 100% Refund .....	May 25

## ACADEMIC CALENDAR—SUMMER 2012

Holiday, College Closed .....	May 28
Classes Begin .....	May 29
Deadline to Add a Class/Change to or From Audit.....	May 30
Last Day for 75% Refund .....	June 11
Last Day to Submit Waiver/Discount Forms .....	June 11
Deadline to Drop a Class Without “W” Grade .....	June 11
Begin Releasing Financial Aid Refunds.....	June 15
(Electronic refunds processed first)	
Holiday, College Closed .....	July 4
Deadline to Drop a Class With “W” Grade .....	July 5
Last Day of Classes.....	July 24

### FIRST SESSION—May 29-June 25

Deadline to Confirm Schedule and Pay Fees for Registration That Occurred on or Prior to May 17 .....	May 17
Application Deadline .....	May 22
Deadline to Take Entrance Tests.....	May 23
Schedule Confirmation and Fee Deadline .....	May 24
Last Day for 100% Refund .....	May 25
Holiday, College Closed .....	May 28
Classes Begin .....	May 29
Deadline to Add a Class/Change to or From Audit.....	May 29
Deadline to Drop a Class Without “W” Grade .....	June 4
Last Day for 75% Refund .....	June 4
Deadline to Drop a Class With “W” Grade .....	June 15
Last Day of Classes.....	June 25

### SECOND SESSION—June 28-July 26

Application/Registration Deadline .....	June 26
Deadline to Take Entrance Tests.....	June 26
Fee Deadline .....	June 26
Last Day for 100% Refund .....	June 27
Classes Begin .....	June 28
Deadline to Add a Class/Change to or From Audit.....	June 28
Last Day for 75% Refund .....	July 3
Deadline to Drop a Class Without “W” Grade .....	July 3
Holiday, College Closed .....	July 4
Deadline to Drop a Class With “W” Grade .....	July 16
Last Day of Classes.....	July 26

### SUMMER—AHEAD Program

AHEAD students must consult with an advisor on course selection and schedule.

## 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](http://www.pstcc.edu). Click on **myPellissippi**.
2. First-time login: Click on **Change Your Password Here**.  
Call the Helpdesk at 865.694.6537 if you did not receive your myPellissippi user name and initial password.
3. Log in using your user name and new password.
4. Click on **Registration** tab.
5. Under **Registration Information**, select **Register**.
6. Select **Registration Status**, then select the term for which you are registering.
7. Select **View Holds**. If you have holds, they prohibit your registration. If you don't have holds, you are clear to register. Go to top of the page and click on **Student** tab, then on **Registration** tab.
8. If you are a new or second-semester student, you must meet with an advisor before registering. Call 865.694.6400 to schedule your advising appointment.
9. Click on **Class Search** to determine the subject and sections (days and times) of the classes you want.
10. Click on the box to the left of the course section you want. Click on **Register** at the bottom of the page.
11. Repeat steps 9 and 10 for each course.
12. On the Add or Drop Classes screen, click on any of the **Schedule** links to view your schedule from this page. Click on the **Schedule** tab, then on **Student Account**.
13. Click on **Account Detail for Current Term/Confirm Enrollment** to determine your fees. To confirm your registration, either select **Yes, I will attend** or **No, I will not be attending**. If you select “Yes, I will attend,” you will be sent to a fee payment page. Payment by Mastercard, Visa, Discover, American Express or check is accepted on the Web. You also may pay at the Cashier's Office at any campus or visit us online at [www.pstcc.edu/departments/business\\_finance/cashier](http://www.pstcc.edu/departments/business_finance/cashier) for more information. **FAILURE TO PAY YOUR FEES WILL CAUSE YOUR SCHEDULE TO BE DROPPED.**

## 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](http://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. 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.rodop.org/campus/pstcc.htm](http://www.rodop.org/campus/pstcc.htm) or call 1.888.223.0023.



**MISSISSIPPI STATE  
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