

STUDENT GUIDE TO ENROLLING

Your success in college is our No. 1 priority, and making sure you're off to a great start is the first step in achieving that goal. We hope this guide helps you "get connected" to your experience at Pellissippi State.

SCHEDULE A TOUR TO SEE WHAT WE HAVE TO OFFER: 694-6580!

① GAIN ADMISSION

- Complete Application for Admission.
- Pay \$10 application fee.

Degree-Seeking Students

- Submit official high school transcripts or GED scores.
- Submit official college transcripts and test scores (if applicable—See Step 3).
- Submit hepatitis B and measles/mumps/rubella immunization forms as necessary. (Go to this Web page for forms and exemptions: www.pstcc.edu/departments/admissions/imm.pdf.)

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

Submit high school transcripts or GED scores.

STUDENTS ARE NOTIFIED BY ADMISSION ACCEPTANCE LETTER IN THE MAIL APPROXIMATELY ONE WEEK AFTER SUBMITTING ADMISSION APPLICATION.

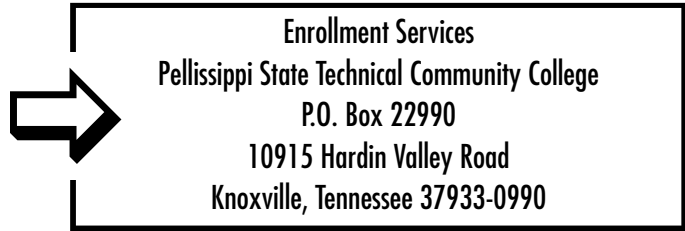
② APPLY FOR FINANCIAL AID

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 and the Pellissippi State Scholarship Application.

Remember: Applying early ensures you'll be considered for financial assistance. To access financial aid forms or find out more, go to www.pstcc.edu/departments/financial_aid or call 694-6565.

③ SUBMIT TEST SCORES

- **PLACEMENT TEST:** Students 21 and over who have not taken college-level English or math at an accredited college must take the placement test.
- **ACT/SAT:** Students under 21 years of age must provide ACT or SAT test scores. Pellissippi State accepts ACT scores from either the Pellissippi State ACT test or the national ACT test. (We will accept national ACT test scores posted on the high school transcript.)
Please note: National ACT or SAT test scores are required for eligibility for the Tennessee Education Lottery Scholarship. National ACT test dates are listed at www.act.org.
- To take the ACT or placement test at Pellissippi State, go to www.pstcc.edu/departments/admissions/testing_s_08.pdf or call 694-6454.



4 MAKE ADVISING APPOINTMENT

New Degree-Seeking Students

- Steps 1-3 must be completed BEFORE you can make an advising appointment.
- Schedule an advising appointment by calling one of the following numbers:
Pellissippi Campus694-6556
Division Street Campus971-5218
Blount County Center681-1064
Magnolia Avenue Campus....329-3112
English as a Second Language
(ESL)694-6708

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.

5 REGISTER FOR CLASSES

Registering early gives you a better choice of course offerings and class times. For a complete list of registration dates, go to www.pstcc.edu. To register for classes online, follow the instructions in the box at the right.

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 information, go to www.pstcc.edu/departments/admissions or call 694-6568.

7 PAY TUITION

Fees may be paid online, by mail or phone, or in person at the Cashier's Office on any campus. For further information, go to www.pstcc.edu/departments/business_finance/cashier or call 694-6605.

HOW TO REGISTER ONLINE

FOR NEW STUDENTS WHO HAVE ALREADY APPLIED FOR ADMISSION

1. Go to our homepage: www.pstcc.edu. Click on *P.S. ... Web* (left side of screen).
2. Click on *Enter Student Services*, then enter your Social Security number or CWID (Campuswide ID)—your CWID was given to you in the admission acceptance letter you received in the mail—then click on *Create a PIN*.
3. Enter your Social Security number or CWID again.
4. When the *Create a PIN* screen opens, create a PIN (personal identification number) using a six-digit number—DO NOT USE YOUR BIRTHDATE!

FOR NEW STUDENTS WHO HAVE NOT ALREADY APPLIED FOR ADMISSION

1. Go to our homepage: www.pstcc.edu. Click on *P.S. ... Web* (left side of screen).
2. Click on *Apply for Admission*.
3. Enter your Social Security number. Create a PIN (personal identification number) using a six-digit number—DO NOT USE YOUR BIRTH DATE! Complete the application, and pay the application fee.
4. Click on *Exit* (upper right corner). Wait until the next business day for your information to be processed by the College, then proceed to ONLINE REGISTRATION below.

ONLINE REGISTRATION

1. Go to our homepage: www.pstcc.edu. Click on *P.S. ... Web* (left side of screen).
2. Click on *Enter Student Services*.
3. Enter your Social Security number or CWID and your PIN. If your PIN is not accepted, click on *I Forgot My PIN or Create a PIN*. Contact Enrollment Services, 694-6568, if necessary.
4. Choose the term you want to register.
5. Under Registration, select *Registration Status*. You may need to clear holds or change your major or see your advisor.
6. **To add a class** under Registration, select *Drop and Add Classes*. Enter the five-digit number of the class (call number) for which you wish to register in the Add Class box. Repeat this procedure until all classes you need are entered. Click on *Submit* button. If a call number is not accepted, verify the number under Course Sections or contact Enrollment Services, 694-6568.
To drop a class under Registration, select *Drop and Add Classes*, then scroll down until you see your schedule. Click on the arrow in the Action field menu, and select *Drop*. Click on the *Submit* button. DSP courses may not be dropped on the Web after classes begin.
7. Select *Detailed Schedule* (under Registration). To print your schedule, click on the *Print* icon (top of the screen).
8. Select *Account Summary/Fee Payment* (under Student Records). **If not paid by this date, your schedule will be dropped.** Exit from *P.S. ... Web* (top right corner of screen). This keeps your information private and secure.