Advising and Registration

Academic Advising

Advising Requirement
If you are enrolling in more than six credit hours during a semester or term, you must meet with your academic advisor before registering for classes. If you are enrolling in six or fewer credit hours, we strongly encourage you to meet with your advisor before registering.

Assigning of Advisors
Once the Admissions & Records Office accepts your application, that office assigns you an academic advisor. In most cases, your advisor is a faculty member in your chosen academic division – Arts and Sciences, Health Professions, or Business and Technology.

Changing Advisors
You may change your academic advisor by completing a "Change of Advisor" form and submitting it to the Admissions & Records Office, provided your new advisor has agreed to work with you in that capacity. The "Change of Advisor" form is available in the Admissions & Records Office and in all of the academic division offices.

Your advisor will help you identify and clarify your career and college goals, plan your college program, and prepare you to either transfer or enter the workforce.

Registration

Registering for Courses
Once you are admitted to PCC and have met with your advisor (if required), you may register for classes on campus, by telephone, or over the Internet. See the PCC Schedule of Classes for registration dates and other information. You may not register if you owe money to the College or if you are on academic suspension.

Class Schedule Changes and Course Registration
You should secure your advisor's approval for all schedule changes.

The responsibility for changing your schedule is yours alone; no instructor or staff member can assume this responsibility for you. To change your schedule, you must follow college regulations and obtain the appropriate signatures. You can change your schedule only during the Add and Refund periods each semester.

If you change your schedule after submitting your graduation paperwork, you must notify your advisor so that a modification form can be submitted. If you fail to notify your advisor of such changes, you may not be able to graduate on schedule.

Adding Courses
You may add regular courses only during the Add Period specified in the PCC Schedule of Classes. You may add mini-courses or special-length courses up to the day the class starts. Registration after the census date will not be permitted due to COF restrictions.

Dropping Courses

If you drop a regular course during the refund period listed in the PCC Schedule of Classes, you do not have to pay for the course. The dropped course will not appear on your permanent record. You may drop short courses, mini-courses, or special-length courses without penalty before 15 percent of the course duration has passed.

You may add and drop courses in one of three ways:

- Visit any campus registration station. To add or drop a class in person, you must submit a signed schedule adjustment form.
- Call the Voice Response System (toll-free number 800-314-9250).
- Log on to www.pueblocc.edu (click on the My Community Education icon and login).

For add and drop deadlines for special-length courses, contact any registration station or the Admissions & Records Office, or refer to the class schedule/bill you received at the time you registered.

For a statement about PCC's refund policy, see the *Tuition and Fees* section of the catalog or the current PCC Schedule of Classes. Not attending a class, or missing a payment deadline, does not constitute a drop.

Withdrawing from Courses

Following the end of the refund period, you may withdraw from any or all of your courses and receive a grade of "W" if you withdraw before 80 percent of the course duration has passed. You may not withdraw from a course during the last 20 percent of the course duration. When you withdraw from a course, you must still pay tuition and fees.

- To withdraw from an individual course, you must complete a course withdrawal form, which you can obtain from an advisor, an instructor, or the Admissions & Records Office.
- To withdraw from all courses, you must initiate the withdrawal in the Admissions & Records Office.
- Not attending a class does not constitute an automatic drop, refund, or withdrawal.

Military Withdrawal

If you are called to active military duty, or if your academic work is interrupted by other military obligations, we will make every effort to accommodate you. When you present valid military orders to the Admission & Records Office, you may choose one of the following options:

- Challenge a course by taking the final examination any time after midterm.
- Receive an incomplete grade for the term, and a tuition waiver upon return, provided that you received an honorable discharge, enroll in the same major, and register for the same number of credit hours as before the interruption.
- Receive a refund of tuition and fees (if you select this option, you must contact the Financial Aid Office prior to departure).

Course Cancellation for Low Enrollment

PCC may cancel or alter programs or course offerings when enrollments are too low. In such cases, we will make every effort to notify you as soon as possible to offer course alternatives.

Course Load

Normal course load is defined as follows:

- Full length semester: 16-18 credits
- Five-week term: 7 credits

You must get written permission from your dean to register for an overload (more than 18 credits). To be eligible to take an overload, you must have a 3.000 cumulative grade point average. You may take a one-credit course in physical activity without affecting your course load.

Course Prerequisites and Corequisites *(also known as Concurrent Prerequisites)*

PCC has two kinds of enforceable entry requirements for particular courses:

- *Prerequisites* – You must satisfy prerequisites, or their equivalent, before registering for a course.
- *Corequisites* – You must enroll in a corequisite course at the same time you register in the other course. In most cases, you can register for the other course if you have already success fully completed the corequisite.

Course Numbering

Courses are numbered to indicate level of instruction. Freshman level courses are designated in the 100 sequence, and sophomore level courses are designated in the 200 sequence. Courses numbered less than 100 are considered remedial and do not apply to certificate and degree requirements.