

6.6 Registration-Curriculum

Last Revised: May 2022

Policy: Piedmont Community College (PCC) requires all students to officially register prior to attending classes.

Purpose/Definitions:

Purpose

Students must officially register for each class they plan to attend. Registration is held at designated times each semester as indicated on the academic calendar. Early registration and early payment of tuition and fees are encouraged.

The College operates on a semester basis. The fall and spring semesters are 16 weeks in length (excluding holidays and student breaks), and summer semester is 8 weeks in length (excluding holidays and student breaks). In addition, PCC offers courses that vary in length to meet student needs. All courses will have a minimum of one week instruction for each credit hour awarded.

Definitions

Audit—to enroll in a course section without receiving a grade, academic credit, continuing education unit, or certificate of completion. Students shall pay to audit courses consistent with the provisions of 1E SBCCC Subchapter 1000.

Census—date marking the end of the add/drop period for a course section which occurs at the 10% point of the course.

Enroll—to become a student in a course section by registering for the course section and either making payment or receiving financial aid for that course section. For the purposes of this definition, a tuition or registration fee waiver is a form of financial aid.

Register—to complete the procedure defined by the college to sign up for a course section.

Approval Authority/Monitoring Authority: Piedmont Community College's Board of Trustees has approval authority for this policy. The Vice President, Instruction and Vice President, Student Development have monitoring authority for this policy.

Procedure:

Section 1: Registration

- 1.1. When the registration period opens, students are required to contact their advisor to schedule an advising and registration appointment to discuss their academic plan and review course offerings. Advising is available to students by scheduling a meeting, emailing, or calling their assigned program advisor.
- 1.2. Students may register in person, by telephone, or online by using the PCC student portal.
- 1.3. Proof of registration must be presented validated by to each instructor upon entering any class. No person can participate in or attend any class unless officially registered.
- 1.4. Students are not enrolled until payment is finalized. See Policy 6.5 Tuition/Registration and Fees.
- 1.5. Any student registering for classes at PCC and at another community college for the same semester must contact the Department of Student Development. The Registrar will coordinate with the Business Office to ensure that tuition charges are in accordance with 1E SBCCC 300.1.

Section 2: Adding Classes

- 2.1. Registration and drop/add periods are set and published prior to the beginning of each semester.
 - 2.1.1. Classes may be added through the census date of the course by completing a Drop/Add Form, available in the Office of Student Development or on the College's website.
 - 2.1.1.1. Before the start of the semester, students may add classes using the PCC portal on their own.
 - 2.1.1.2. After the start of the semester and before the census date, students should consult with their advisor regarding available courses.
 - 2.1.1.2.1. Students must have assistance from either their advisor or the Office of Student Development to complete the drop/add form.

- 2.2. Students who wish to both drop and add classes should refer to PCC Policy 6.4.6 Curriculum Refund and Policy 6.4.6.1 Continuing Education Registration Fee Refund for additional information and financial considerations.

Legal Citation: [1D SBCCC 700.1](#), [1E SBCCC 100.1](#), [1E SBCCC 300.1](#), [1E SBCCC 800.2](#), [1E SBCCC 900.1](#), [1G SBCCC 200.1](#)

History: Effective October 1988; Revised October 2001, February 2012, April 2017, March 2021, May 2022—updated definitions