6.6 Registration - Curriculum

Last Revised: February 2012

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

Purpose/Definitions: The College operates on the semester system. The fall and spring semesters are 16 weeks in length (excluding holidays), and summer semester is 8 weeks in length (excluding holidays). In addition, PCC offers shorter length courses (e.g. 13-week courses, 8-week mini-semester courses, 4-week summer mini-semester courses) when appropriate. All courses will have a minimum of one week instruction for each credit hour awarded.

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.

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

Procedures:
Students may register in person, by telephone, or online by using WebAdvisor.

Proof of registration must be presented to each instructor upon entering any class. No person can participate in or attend any class unless officially registered. At least 10 students must be enrolled in a class for the class to be conducted, unless special circumstances exist.

Any student registering for classes at PCC and at another community college for the same semester must contact Student Development. The Director, Admissions and Records will coordinate with the Business Office to insure that tuition charges are in accordance with NCAC 2D.0202.

Legal Citation: NCAC 2D.0202

History: Effective October 1988; Revised October 2001, February 2012.