

6.6 Registration-Curriculum

Last Revised: March 2024

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

Purpose/Definitions:

Purpose

The purpose of this policy is to ensure students are officially registered for each class they plan to attend.

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/CAO 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.
 - 1.1.1. 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. No person can participate in or attend any class unless officially registered.
 - 1.3.1. Instructors confirm the registration status of their students by completing and certifying attendance rosters.
- 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 North Carolina community college for the same semester must contact the Registrar who will coordinate with the Business Office to ensure 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. Before the start of the semester, students may add classes using the PCC portal on their own.
 - 2.1.2. From the start of the term and through the census date of the course, students may add classes by contacting their advisor.
- 2.2. Students who wish to both drop and add classes should refer to PCC Policy 6.4.6 Tuition and Registration Fee Refunds 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, March 2024

Cross references PCC Policies 6.4.6 Tuition and Registration Fee Refunds and 6.5 Tuition/Registration and Fees