

ADMISSIONS & REGISTRATION

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Pellissippi State serves the postsecondary educational needs of the community. The College develops specific admission policies consistent with the TBR policy. The College provides opportunities for collegiate education to all qualified applicants without regard to race, color, gender, sexual orientation, religion, national origin, age, veteran status or disability. In order to be admitted as a credit student, individuals must meet the requirements of admission to the category in which they are applying. Requirements reflect the academic background and/or basic academic competencies required to succeed in the various courses and programs.

Prospective students should write, phone or visit Enrollment Services to obtain an application for admission. An online application is available on the Pellissippi State home page: www.ptcc.edu. Admission to Pellissippi State does not guarantee admission to all programs.

DEGREE ADMISSION

Applicants seeking admission to Pellissippi State to enroll in regular credit courses for a degree must comply with the following procedures:

- Submit a completed application for admission along with a nonrefundable application fee.
- Provide official academic transcripts and test results as applicable.
- Submit immunization documents:
 1. Certificate of Immunization or proof of two doses of measles, mumps and rubella (MMR) vaccines
 2. Hepatitis B health history form

ADMISSION OF FIRST-TIME FRESHMEN

Graduation from high school. Except as provided for below in the section on General Educational Development certificate (GED), applicants for degree admission as first-time freshmen must provide an official transcript showing graduation from high school. The high school transcript must be a regular or honors diploma. A special education diploma or certificate does not meet this requirement. The transcript of graduates of Tennessee public high schools must include a notation that the student passed the required proficiency examination.

GED (General Educational Development) certificate. Applicants for degree admission as first-time freshmen may present a GED certificate in lieu of a high school diploma provided that their composite GED score is at least 450, with no individual score below 410.

Standardized Examination Scores. Applicants for admission as first-time freshmen who are under 21 years of age must present valid ACT or SAT scores. Applicants for admission as first-time freshmen must complete a placement test if they will be 21 years or older on the first day of class. Students with valid ACT or SAT scores on the first day of class may elect to submit their scores as a basis for placement decisions. Valid ACT/SAT scores are those earned within three years prior to the first day of the first term of enrollment. Pellissippi State will not use the scores for admission purposes but will use them for advisement purposes and as a component in placement decisions.

ADDITIONAL REQUIREMENTS FOR ADMISSION OF TRANSFER STUDENTS

Any degree-seeking applicant who has attended another college or university shall be considered a transfer student. Admission of transfer students shall be consistent with the following criteria:

- Official transcripts from each school previously attended must be submitted to Enrollment Services. A student cannot register for a second semester without having submitted all previous college transcripts.
- The applicant's grade-point average on transferable courses must be at least equal to that which Pellissippi State requires for the readmission of its own students. Applicants who do not meet the College's standards will be admitted on scholastic probation.
- Applicants with college credit earned prior to fall 1989 are admitted without regard to the minimum high school unit requirements.
- Applicants with 60 or more transferable semester hours are eligible for degree admission without regard to the minimum high school unit requirements.
- Applicants with an associate's degree (A.A., A.S.) designed for transfer to baccalaureate institutions are eligible for degree admission without regard to the minimum high school unit requirements.

AWARDING OF TRANSFER CREDIT

Upon completion of a student's file and the receipt of all college transcripts, Enrollment Services and the respective academic departments will evaluate courses taken. No transfer credit will be processed until all official transcripts from each school attended by the student are received by Enrollment Services. Transfer credit will not be computed in a student's grade-point average at Pellissippi State. Provided a grade of C or better was made in each course, transfer credit is awarded for individual courses that parallel Pellissippi State requirements for course content, level of instruction and preparation of faculty teaching courses for which transfer credit is requested. The following information may be required to evaluate the comparability of courses for the purpose of awarding transfer credit:

1. Course syllabus—photocopy of the syllabus used at the time the course was taken. A determination of the comparability of course content and level of instruction is made through a comparison of the following syllabus elements: course prefix, number and title; lecture/lab contact hours and credit hours; course description; prerequisite/corequisite courses; course objectives/course goals; grading scale; required textbook and other instructional materials; and methods of evaluation.

If the syllabus does not contain the information specified above, supplemental documentation (e.g., assignment schedules, grading policy statements) should be submitted along with the course syllabus.

2. Faculty credentials—verification that faculty teaching the course(s) for which credit is requested meet the following academic and/or professional experience qualifications:

- Courses designed for transfer to four-year colleges and universities—master’s degree and at least 18 graduate hours in the discipline.
- Courses not designed for transfer to four-year colleges and universities—master’s degree and at least 18 graduate hours in the discipline or bachelor’s degree and work experience in a related field.

3. If applicable, the name of relevant specialized or program agencies/boards may be submitted along with the above information.

The transfer credit appeal process may be used by students to request reconsideration of transfer credit decisions. Steps in the appeal process are as follows:

1. The student contacts Enrollment Services, (865) 694-6400, and requests a reevaluation of transfer credit. The student may ask that particular courses be reconsidered for approval.
2. Course descriptions, course syllabi and other documentation as described above must be provided by the student or by the institution where the courses were taken.
3. Copies of college transcripts and supporting documentation are sent to the appropriate academic dean for review.
4. The dean informs Enrollment Services of the transfer credit decision. Dean decisions regarding the awarding of transfer credit are final.
5. The Enrollment Services Office notifies the student of the transfer credit decision.

The appeals process is the same for students transferring from regionally and non-regionally accredited colleges and universities. Students transferring from international colleges and universities follow the same steps, with the additional requirement that supporting documents, e.g., course syllabi, must be provided with English translations.

READMISSION TO PELLISSIPPI STATE

A student who has not attended Pellissippi State for six consecutive terms must complete a new admissions application, with no application fee. If the student has attended any other college(s) since leaving Pellissippi State the student must submit complete transcript(s) from the college(s) in addition to the application.

ACADEMIC FRESH START: CRITERIA

Academic Fresh Start is a plan of academic forgiveness provided for students who have demonstrated academic responsibility following their return to college. The Academic Fresh Start allows the calculation of the grade-point average (GPA) and credit hours toward graduation to be based only on work done after returning to college.

Students who were formerly enrolled at Pellissippi State and who have been separated from Pellissippi State and all other institutions of higher education for a minimum of four calendar years from last date of attendance are eligible for the program. A transfer applicant’s GPA on transferable courses must be at least equal to that which Pellissippi State requires for the readmission of its own students. Applicants who do not meet the Pellissippi State standards may be admitted on academic probation or other appropriate status.

Student Requirements

1. Separation from Pellissippi State and all other collegiate institutions for at least four calendar years
2. Formal application to Enrollment Services requesting Fresh Start and describing an academic plan at the time of readmission or admission as a degree student or after the time of readmission but prior to completion of 15 hours of degree coursework
3. Completion of at least 15 semester hours of earned degree coursework with a minimum GPA of 2.0 for all work attempted

Terms of Academic Fresh Start

1. Once the student has satisfied the above requirements, Pellissippi State may grant Academic Fresh Start status. The student may be granted a Fresh Start only once.
2. The student's permanent record will remain a record of all work; however, for degree or certification purposes, the student will forfeit the use of all college or university degree credit earned prior to the four-year separation upon the granting of Fresh Start status. Previously satisfied placement test requirements will not be forfeited.
3. Upon degree admission, Fresh Start applicants who did not satisfy placement test requirements at the time of previous enrollment and whose academic plan includes completion of a college-level English or mathematics course must meet current placement test requirements regarding enrollment in college-level English and mathematics courses.
4. The student's transcript will note that the Fresh Start was made and the date of the Fresh Start. The record will also carry the notation "QPA and credit totals are based only on the work beginning with the date of the Fresh Start."
5. The student will apply for the Fresh Start with the understanding that all Tennessee Board of Regents (TBR) institutions will honor a Fresh Start provision granted at another TBR institution.

The student should also signify understanding that non-TBR institutions may not accept the GPA as it is calculated with the Fresh Start.

MANDATORY PLACEMENT OF DEGREE ADMISSION STUDENTS

For regular admission to a degree program, an applicant must meet at least one of the following criteria:

- If the applicant is under 21 years of age on the planned first day of class, the applicant must submit valid ACT or SAT scores. Placement in appropriate academic courses is based on ACT test scores and high school transcripts. If a student's high school transcript has not been received in Enrollment Services, the student will be advised based on ACT test scores.
- Applicants for admission as first-time freshmen must complete a placement test if they will be 21 years or older on the first day of class. Students with valid ACT or SAT scores that are less than three years old on the first day of class may elect to submit their scores as the basis for placement decisions.
- Based on test scores, student applicants who do not show proficiency in basic academic competencies in mathematics, English and/or reading are

required to take appropriate Developmental Studies Program (DSP) coursework. Such students may not be enrolled in a regular college-level course that requires that competency as a prerequisite until they have satisfactorily met the exit criteria of the appropriate developmental studies course(s).

- Transfer students whose previous academic records from a college or university indicate appropriate English and/or mathematics proficiency will be considered for regular admission. Students whose records do not include such transfer credit in English and mathematics must establish proficiency in the basic academic competencies by test scores according to conditions explained above.

Students admitted to degree programs may later prove deficient in a basic academic competency. Faculty should refer such students to the Learning and Testing Center. Upon verification of the deficiency through placement testing, such students will be withdrawn from the related course(s) with a grade of W and may not re-enroll until they have met all exit criteria of the appropriate developmental course(s).

NON-DEGREE ADMISSION

SPECIAL ADMISSION

General Requirements for All Non-degree Applicants

An undergraduate special student is one who is not working toward a degree. To be admitted as an undergraduate special student, a person must hold a regular high school diploma or a GED certificate or have the approval of the director of Enrollment Services. Exceptions may be made as listed in the high school section below. Special students must (1) meet entry-level standards for each course in which they enroll, (2) be able to complete assignments, and (3) be able to read and write at the required level.

If a student wishes to change to degree-seeking status, the student must meet the mandatory placement criteria for degree-seeking students. Undergraduate special students must (1) satisfy all DSP requirements indicated by the placement test or (2) provide evidence that they have successfully completed all college-level prerequisites or (3) provide evidence of other equivalent experiences before enrolling in regular college-level English or mathematics courses or other college-level courses that are the second course in a two-course sequence (e.g., Accounting I and II). Special students are not eligible for financial aid.

Requirements for High School Students

Dual enrollment of high school students. Dual enrollment is the enrollment of a high school student in one or more specified college courses for which the student will be awarded both high school and college credit. The Dual Enrollment program is a cooperative effort between Pellissippi State and high schools in Knox and Blount counties and Pellissippi State and qualified home school students. Qualified high school students may accelerate their college education through dual enrollment courses; all requirements of both the high school and Pellissippi State must be met by students participating in the program.

Students enrolling in college-level courses must meet the requirements speci-

fied for admission of degree-seeking students and the requirements of the appropriate course syllabus, available at www.pstcc.edu/departments/adv/syllabi. To learn more about Pellissippi State's Dual Enrollment program, contact the program coordinator, Kathy Byrd, (865) 981-5320 or kbyrd@pstcc.edu.

Joint enrollment of high school students. Joint enrollment is the enrollment of a high school student in one or more college courses for which the student will earn only college credit. High school students who meet the following criterion as specified in Chapter 395 of the Public Acts of 1983 are eligible for special admission:

With the recommendation and approval of the high school principal and the assistant vice president of Enrollment Services, academically talented/gifted students enrolled in grades 9, 10, 11 or 12 in public or private high schools in Tennessee may enroll in and receive regular college degree credit from Pellissippi State if the students have a grade-point average equivalent to 3.2 on a 4.0 maximum basis and if such placement is a part of the students' planned Individual Education Program (IEP) as established by the multidisciplinary team process.

Early admission of first-time freshmen. The following procedures apply to the admission of applicants who have completed their junior year in high school. The minimum requirements for admission of this category of applicants shall be the following:

- Completion of grades 9, 10 and 11 with a minimum grade-point average of 3.2 based on a 4.0 scale or the equivalent
- A valid ACT composite score of at least 22
- Written endorsement for each semester of attendance from the applicant's high school principal specifying the college courses that will be substituted for the remaining high school courses needed for high school graduation
- Written endorsements for each semester of attendance from the applicant's high school counselor and from the applicant's parents or guardians

Requirements for People Who Have Attended Other Colleges

People who have not earned a degree. People who earned credits but not a degree at another college and are eligible for readmission to the last institution attended are eligible for admission to Pellissippi State. Those who do not meet the readmission standards of the last institution attended may be admitted on academic probation or other established condition.

People who have earned a college degree or certificate. People who have a degree or certificate equivalent to the associate's degree in a particular field who wish to take additional courses are eligible for admission.

Requirements for Senior Citizens and People With Disabilities

Tennessee Code Annotated (T.C.A.) 49-7-113 provides special legislation for people with permanent disabilities and for Tennessee residents 60 or older and for Tennessee residents 65 or older.

Eligibility to audit courses. People with permanent disabilities and

Tennessee residents 60 or older are eligible to enroll in courses on a space-available basis for audit without payment of maintenance, campus access, student activity, international studies, Student Recreation Center, technology and late registration fees. The application fee and all applicable special course fees will be charged. Developmental studies courses cannot be audited.

Eligibility to take courses for credit. People with permanent disabilities and Tennessee residents 65 or older are eligible to enroll in courses on a space-available basis for credit without payment of maintenance, campus access, student activity, international studies, Student Recreation Center, technology and late registration fees. A service fee not to exceed \$75 per semester will be charged. The application fee and all applicable special course fees will be charged. Special students may not audit developmental studies courses.

People with permanent disabilities must contact the Services for Students With Disabilities Office to be certified as eligible for either program. Senior citizens must see the Cashier's Office to be certified as eligible for either program.

GENERAL PROVISIONS

Residency Classification. Upon a student's admission to the College, Enrollment Services classifies each student as resident or nonresident.

Enrollment Services may require proof of relevant facts regarding residency. Students who disagree with the initial decision may appeal to the manager of Enrollment Services. Students who still disagree may appeal in writing to the assistant vice president of Enrollment Services. Go to this Web page for an Application for In-State Residency: www.pstcc.edu/departments/admissions/residency_application.pdf

Proof of Language Proficiency by Non-native Speakers. An applicant whose native language is not English must satisfy one of the following prerequisites:

1. Submit a minimum score of 450 on the paper-based Test of English as a Foreign Language (TOEFL) or a 133 on the computer-based TOEFL and take English placement tests. Students with valid ACT or SAT scores that are less than three years old on the first day of class may elect to submit their scores as the basis for placement decisions.
2. Submit a transcript showing graduation from an American high school.
3. Submit a transcript showing satisfactory completion (a grade of at least C) of college-level English Composition I from a U.S. college or university.

Admission of International Applicants. A person who is a citizen or a permanent resident of a country other than the United States is classified as an international applicant. In addition to the admissions procedures for beginning freshmen or transfer students, international applicants must comply with the following:

1. All transcripts, test scores, and other credentials must be written in English or accompanied by an English translation and certified as official copies. Students who have attended international colleges or universities and request to be awarded transfer credit must have their academic transcripts evaluated by an educational credential service located in the United States. Copies of

the credit recommendations from the educational credential service must be provided, in addition to copies of English-translated transcripts from colleges/universities attended. Transfer credit awarded will take into consideration the credit recommendations provided by the educational credential service. Students should contact the international student coordinator regarding which educational credential service can be accepted by Pellissippi State to determine transfer credit to be awarded.

2. International applicants must

- Provide evidence of sufficient financial resources to pay for the cost of school attendance in U.S. currency. The financial verification documentation must be current and must be issued by a financial institution.
- Provide documentation substantiating official status with the United States Immigration Service.
- Provide a copy of their Form I-94.
- Submit within 30 days from the first day of classes a certificate from a licensed physician or other qualified medical authority verifying freedom from tuberculosis. Failure to submit such certification shall result in denial of admission or continued enrollment. In the event that a student has tuberculosis or has potential tuberculosis requiring medical treatment, continued enrollment will be conditional upon the determination by a licensed physician that further enrollment is not a risk to others and upon the student's compliance with any prescribed medical treatment program.
- As a condition of admission and continued enrollment, enroll in the TBR Student/Scholar Health and Accident Insurance Plan (students with J, F or M visas; students with J visas must also carry adequate medical and hospitalization insurance for spouses and dependents). Enrollment in the insurance plan will take place no later than at the time of class registration, and the cost of the coverage will be added to the student's registration fees.
- Meet with the international student coordinator in Enrollment Services on arrival in the United States.

Advanced Standing

Students admitted to Pellissippi State may obtain advanced standing and course credit by the following:

College-Level Examination Program (CLEP). Pellissippi State recognizes and accepts credit derived from general and subject area examinations of the College Entrance Examination Board (CEEB). The Learning and Testing Center, (865) 539-7079, administers the CLEP exams on an individual basis. The CLEP subject and general examinations with their required scores follow:

	<u>CLEP</u>	<u>Minimum</u>	<u>Semester</u>	
	<u>Subject Exam</u>	<u>Acceptable</u>	<u>Credit Hours</u>	<u>Course</u>
		<u>Score</u>	<u>Awarded</u>	
COMPOSITION, LANGUAGE AND LITERATURE	American Literature	50	6	ENGL 2110, 2120
	Analyzing and Interpreting Literature (with essay)	50	3	ENGL 1020 Freshman College

	Composition (with essay) . . . 50 3	ENGL 1010
	English Literature 50 6	ENGL 2210, 2220
	French Levels I and II 62 6	FREN 1010, 1020
	50 12	FREN 1010, 1020, 2010, 2020
	German Levels I and II 50 6	GERM 1010, 1020
	63 12	GERM 1010, 1020, 2010, 2020
	Spanish Levels I and II 50 6	SPAN 1010, 1020
	63 12	SPAN 1010, 1020, 2010, 2020
	Humanities 50 3	Elective
MATH	Calculus With	
	Elementary Functions 50 4	MATH 1910
	College Algebra 50 3	MATH 1130
	College Mathematics 50 3	MATH 1010
	Precalculus 50 5	MATH 1730
BUSINESS	Principles of	
	Accounting 50 6	ACC 2000, 2030
	Information Systems and	
	Computer Applications 50 3	MGT 2100
	Introductory	
	Business Law 50 3	LAW 2300
	Principles of	
	Management 50 3	MGT 2000
	Principles of	
	Marketing 50 3	MKT 2200
	*\Principles of	
	Macroeconomics 50	
	and Microeconomics 50 4 for both	ECN 2010
	(Must take both economics tests for credit)	
SOCIAL	American Government 50 3	POL 1010
SCIENCE AND	History of U.S. I 50 3	HIST 2010
HISTORY	History of U.S. II 50 3	HIST 2020
	Introductory Psychology 50 3	PSY 1010
	Human Growth/	
	Development 50 3	PSY 2100
	Introductory Sociology 50 3	SOC 1010
	Social Science and	
	History 50 3	Elective
	Western Civilization I 50 3	HIST 1010
	Western Civilization II 50 3	HIST 1020
NATURAL	General Biology 50 8	BIOL 1110, 1120
SCIENCE	General Chemistry 50 8	CHEM 1110, 1120

DANTES Test. DANTES (Defense Activity for Nontraditional Education Support) subject-standardized tests also are used to award college credit to students who can demonstrate knowledge of subjects commonly taught in introductory college courses. The Learning and Testing Center also administers DANTES on an individual basis. The subject tests, required scores and credits awarded are listed below.

<u>Test</u>		<u>Minimum</u>	<u>Credit Hours</u>	<u>Semester</u>
<u>Number</u>	<u>Test Title</u>	<u>Score</u>	<u>Awarded</u>	<u>Course</u>

SF/SG 424.....Fundamentals of College Algebra	50.....3	MATH 1130	
SF 450	Principles of Statistics.....48.....3	MATH 1530	
SE 461	Art/Western World	48.....3	ART 1730
SF/SG 474.....Ethics in America.....	46.....3	PHIL 2400	
SF/SG 490.....Lifespan Developmental Psychology	49.....3	PSY 2400	
SF 496	Introductory World Religions	49.....3	PHIL 2010
SF/SG 498.....Criminal Justice	49.....3	SOC 1100	
SF/SG 524.....Principles of Finance	46.....3	FIN 2000	
SG/SH 530	Human Resources Management	46.....3	MGT 2050
SG/SH 536	Introduction to Computing	45.....3	CSIT 1110
SE/SF 551.....Management Information Systems ..	46.....3	MGT 2100	
SE/SF 815.....Principles of Public Speaking.....	47.....3	SPH 2100	

Advanced Placement Test. Pellissippi State offers course credit and advanced placement for successful completion of Advanced Placement examinations administered by the CEEB to high school students. The subject tests, required scores and credits awarded are listed below. Specific information can be obtained from Enrollment Services.

<u>Subject Test</u>	<u>Minimum Score</u>	<u>Credit Awarded</u>
Studio Art—General or Drawing Portfolio.	4 or 5.	ART 1011
Biology.	3	BIOL 1110-1120
Chemistry.	4	CHEM 1110-1120
Computer Science	5	CSIT 1020
Economics—Micro and Macro	3	ECN 2010
English Language and Composition	4	ENGL 1010
English Literature and Composition	4	ENGL 1010-1020
French Language	3	FREN 2010-2020
German Language	3.	GERM 2010-2020
American History.	4 or 5	HIST 2010-2020
European History	4 or 5	HIST 1010-1020
World History.	4	HIST 1110-1120
Calculus AB.	3.	MATH 1830
	4.	MATH 1910
Calculus BC.	3.	MATH 1910
	4.	MATH 1910-1920
Statistics	4.	MATH 2050
Music	4 or 5	MUS 1110
Physics B	4	PHYS 2010
Physics C Mechanics	4	PHYS 2010
	5	PHYS 1310
Physics C E&M	4.	PHYS 2010 or PHYS 2110

	5	PHYS 1320
Political Science		
Government and Politics	3	POL 1010
U.S. Exam—Political Science		
Government and Politics	3	POL 1020
Comparative Exam—Psychology	3	PSY 1010
Spanish Language or Literature	3	SPAN 2010-2020

Military Service Credit. Pellissippi State will grant credit for appropriate educational experiences in the armed services in accordance with the American Council on Education Guide to the Evaluation of Education Experience in the Armed Services. Veterans should provide Enrollment Services with supporting documents of previous training.

Credit for Extra-institutional Learning. Pellissippi State may award credit for extra-institutional learning according to the American Council on Education Guide to Educational Credit for Training Programs.

Credit for Certified Professional Secretary (CPS) Examination. Students passing the Certified Professional Secretary examination will be granted 16 semester hours of credit at Pellissippi State for the following courses, which will apply to a certificate or degree. These credits will be awarded after 12 semester hours have been earned at Pellissippi State.

<u>Course</u>		<u>Credit Hours</u>
ACC 2000	Principles of Accounting I	3
ECN 2010	Principles of Economics I	4
MGT 2000	Principles of Management	3
MKT 2420	Customer Service	3
OST 1211	Introduction to Software Applications	3
Total Credit Hours:		16

In addition to the 16 semester credit hours that are granted upon completion of the CPS examination, additional credit will be awarded for passing the Certified Administrative Professional examination as follows:

<u>Course</u>		<u>Credit Hours</u>
OST 2010	Office Proficiency Assessment	1
OST 2302	OST Internship	2
Total Credit Hours:		3

Credits awarded are subject to change when the actual content of the CPS examination changes or when courses at Pellissippi State are revised substantially.

To receive credit for these courses, the person passing the exam should have successfully completed 12 semester hours at Pellissippi State and should provide an official copy of the score report showing that all parts of the examination have been passed.

A grade of P will be awarded for the completed courses. These grades will not be computed in the student's grade-point average but will contribute to total hours earned toward a degree or certificate.

Proficiency Credit by Examination. A student with a minimum grade-point average of 2.5 may apply for credit by examination for many college-level courses at Pellissippi State on the basis of experience or training. A student may apply for credit by examination no later than the first two weeks of the term (no later than the first week for OST courses). MATH and OST credit by examinations are given only in the fall and spring semesters. The student's application for credit by examination must be approved by the dean.

The examination criteria will be determined by the dean and may consist of a comprehensive written test and/or an oral test that is usually administered in the Learning and Testing Center. A laboratory examination may be given when necessary.

Credit by examination will be given on a pass/no pass basis only and will not be computed in the student's grade-point average. A student may not attempt an examination for any course more than once and may not drop the course after attempting the examination.

A student must register for credit by examination by completing the required form and paying fees accordingly. A student who has already taken a course and received a grade may not apply for credit by examination.

A student may apply for credit by examination for no more than two courses per semester at any given time. Credit by examination is counted as part of a student's course load. The load of courses taken and courses in which that student is seeking credit by examination may not exceed the maximum allowed at any one time.

Credit for Life Experience. Credit for life experience may be petitioned for courses for which credit cannot feasibly be granted by other means, such as advanced placement, CLEP, credit by examination or transfer credit. Credit for life experience may be granted by verification of college credit recommendation in the Directory of the National Program on Noncollegiate Sponsored Instruction or by approval by the vice president of Learning, the dean and an appropriate faculty committee.

A request to petition for credit for life experience will require approval by the appropriate dean (or designee) prior to the student's submission of a portfolio documenting professional experience that directly relates to the content of a specific course at Pellissippi State.

Credit for life experience may be granted for up to 25 percent of the credit applied toward the degree. In exceptional individual cases, however, up to 30 credit hours may be awarded if justified by the special nature and content of the learning experience. The student must also meet the College's graduation residency requirement as specified in the Academic Information and Services section of this Catalog and Handbook.

KEYBOARDING PROFICIENCY

All Business and Computer Technology students who do not keyboard 28 words per minute with five or fewer errors must enroll in OST 1100.

ACADEMIC ADVISEMENT

Academic advisement is a communication and information sharing process during which students make planned decisions about their educational goals. During the first semester of enrollment, degree-seeking students are assigned a faculty advisor who works closely with them in planning their program and course sequence. All full-time faculty advisors are available to students for consultation and maintain regular office hours during the fall and spring semesters for this purpose. Assigned advisors are not available during breaks and the summer semester, at which time general advisors are available during designated times. Students needing academic assistance are encouraged to seek help before their problems become critical.

Student responsibilities:

- Knowing the graduation requirements for your major. If you are transferring to a college or university with which Pellissippi State does not have an articulation agreement, you need to know the requirements for graduation for that school.
- Providing the appropriate test scores and transcripts.
- Obtaining the name of your advisor by contacting Enrollment Services.
- Verifying your major for advisement.
- Making an appointment with your advisor and keeping it.
- Knowing important dates on the Academic Calendar (registration dates, schedule change deadlines, etc.).
- Supplying current information about your address, phone number and major to Enrollment Services.
- Obtaining a current Catalog and Handbook and being familiar with its contents. If you entered Pellissippi State during a previous year, you are responsible for following the Catalog and Handbook curriculum requirements for that year.
- Checking your registration status (holds, standing, etc.) prior to registration.
- Registering and making schedule changes in a timely manner.
- Paying all fees in a timely manner.
- Learning to access your e-mail account.
- Treating others with courtesy and respect.

REGISTRATION PROCEDURES

Students register online (www.pstcc.edu) or in person by visiting one of the College's campuses during published registration periods. The minimum load for full-time attendance is 12 credit hours per semester, and the maximum load is 20 credit hours per semester. The appropriate dean must approve a course load above 20 credit hours. Students should see their assigned academic advisor; the advisor's dean will determine approval.

REGISTRATION

Registration for the next term occurs several weeks before the end of each term (See Academic Calendar). Students are encouraged meet with an advisor and to register as early as possible to take advantage of a wider selection of classes. New and first-semester degree-seeking students must consult with their advisor before registering for the following term's classes. New students whose application files are complete may also sign up for classes as soon as registration begins. Returning

and “special” non-degree-seeking students who opt to self-advise may participate in registration online (www.pstcc.edu).

General advising assistance is available during designated times between terms and during the summer on a first-come, first-served basis. Students must pay fees by the dates indicated in the Academic Calendar or their schedules will be deleted.

OFFICIAL ENROLLMENT

Students are officially enrolled when all assessed fees have been paid. Cash, checks, credit cards, federal financial aid and commitments from outside agencies are accepted. Students must sign documents in the Cashier’s Office to accept federal financial aid or sponsorship from outside agencies to process payment. Pellissippi State also offers a deferred payment program. Students enrolling in this program are officially enrolled when the initial minimum payment due has been paid.

Credit will be granted only for courses in which the student is officially registered. Students officially registered for a class they do not attend or stop attending and do not officially drop or withdraw from the class will receive an F for the course. Following any change in registration, it is the student’s responsibility to check the change(s) for accuracy of the revised schedule. Students may be placed on the hold list for registration if any of the following applies:

- They owe fees or other charges to the Business Office.
- They are on academic suspension.
- They owe reimbursement to the financial aid program.
- They fail to submit all required admission documents.
- They fail to complete a loan exit interview.
- They have overdue library books or materials.
- They owe traffic fines.
- They are subject to previous disciplinary action taken by Pellissippi State. The proper action must be taken as indicated, or the vice president of Student Success and Enrollment Management should be contacted for further information before a student can be considered for readmission.

CANCELLATION OF SCHEDULED CLASSES

The College reserves the right to cancel a class or classes prior to the first day of class. There is a 100 percent credit to a student’s account for any class that a student has registered for and the class is canceled. Any student receiving financial assistance may need to add a class. Failure to do so could result in the student’s owing a repayment of a federal grant or, if the student drops below 6 credit hours, being ineligible for a student loan.

DROP, ADD AND WITHDRAWAL STANDARDS

After the Registration period is over, students may make adjustments to their schedules by adding and/or dropping courses by the deadlines indicated in the Academic Calendar. A student may drop courses for spring and fall semesters without a W grade throughout the drop period (first 14 days of the semester beginning with the first day of classes and including Saturdays).

For other session drop/add dates, refer to the Student Enrollment Guide. A

student may officially drop courses or withdraw from Pellissippi State and receive W's not later than two-thirds of the term beginning with the first day of classes. A student who stops attending class and does not officially drop or withdraw from class will receive an F.

Students enrolled in Developmental Studies Program (DSP) courses must meet with a counselor or DSP director to request approval to drop those courses. Students may not drop DSP courses without the approval of the DSP director. Students may drop DSP courses only under serious circumstances. Serious circumstances may include a death in the family, long-term illness or similar instances.

Beyond the deadline to drop/withdraw, students may drop/withdraw if it can be demonstrated that unusual conditions or hardships exist. Unusual conditions or hardships may include extensive illness, unexpected relocation of residence or place of employment, or other legitimate reasons that may be approved by the vice president of Learning or designee. Students requesting to withdraw after the deadline must meet with a Student Assistance Center staff member at the Pellissippi Campus or a counselor at one of the site campuses.

DISMISSALS

A student may be dismissed from Pellissippi State for adequate cause, including

- Failing to meet minimum academic standards.
- Violating codes as set forth in the Student Information & Services section of this Catalog and Handbook.
- Exhibiting conduct of an unacceptable nature, including the violation of local, state or national laws but not necessarily restricted to the violations of such laws or ordinances.
- Giving false information on the admissions application form.
- Possessing, selling, furnishing or using illegal drugs on or off campus.
- Possessing, selling, furnishing or using alcoholic beverages on campus.
- Failing to meet financial obligations to Pellissippi State.