

EARLY REGISTRATION

[HTTP://PIONEERPASS.WPCC.EDU](http://pioneerpass.wpcc.edu)

Students who are eligible for Early Registration should follow the steps outlined below.

1. See your Advisor during Advising Week November 7 - 11, 2011

- Make an appointment with your advisor to develop a course schedule.
- Advisor will remove WEB restriction and review for other flags that may prohibit registration.
- Advisor will give you a copy of the registration card to use when registering online during the week of November 14 - 18, 2011 (the original will be submitted to Student Services).

2. Register for Classes during Registration Week November 14 - 18, 2011

- If you were enrolled Spring 2011, Summer 2011 and/or Fall 2011 and if you have earned **30 SHC OR MORE** at WPCC, you are eligible to register on Monday, November 14, 2011 beginning at 5:00 a.m. through Friday, November 18, 2011 at 4:00 p.m. through Pioneer Pass and Monday, November 14, 2011 beginning at 8:00 a.m. through Friday, November 18, 2011 at 1:00 p.m. for on-campus registration.
- If you were enrolled Spring 2011, Summer 2011 and/or Fall 2011 and if you have earned **29 SHC OR LESS**, you will be eligible to register on Tuesday, November 15, 2011 beginning at 5:00 a.m. through Friday, November 18, 2011 at 4:00 p.m. through Pioneer Pass and Tuesday, November 15, 2011 beginning at 8:00 a.m. through Friday, November 18, 2011 at 1:00 p.m. for on-campus registration.
- Pioneer Pass may be accessed by any computer with internet access, including: laptops, open computer labs on campus, and kiosks located in each building. A tutorial is available on the website that gives detailed instructions on how to access and register using Pioneer Pass. Pioneer Pass will periodically be unavailable for updates and maintenance; please refer to the webpage for scheduled times.

3. Print your Schedule

- You will need to print your class schedule if you receive any form of Financial Aid or if a third party (WIA, TAA, VA, etc.) is paying your tuition, fees, and books. This printout is necessary for certain Business Office functions and to purchase merchandise in the Book Cellar. There will be a printer connected to each kiosk for your convenience.

4. Pay Tuition and Fees

- Students may pay using one of the following methods: 1) in-person at the Business Office (Moore Hall); 2) convenient drop box located beside the Business Office; 3) FACTS Payment Plan; or 4) on-line through Pioneer Pass with Visa or Mastercard. Please refer to page 2 for complete steps to paying your tuition and fees.

Technical Support will be available for online registration as follows:

Monday, November 14 thru Friday, November 18 from 8:00 a.m.-5:00 p.m. in MH-017 or by phone 828-448-6030

******It is the student's responsibility to register for courses that were approved by your advisor. Registering for a course outside your program of study may prevent you from graduating or cause issues with Financial Aid that may result in loss of funds.******

REGULAR REGISTRATION

Thursday, January 5, 2012

8:30 a.m. - 7:00 p.m.

Schedule Adjustments will also be processed during the registration period.

SCHEDULE ADJUSTMENTS

Monday, January 9, 2012

8:30 a.m. - 7:00 p.m.

***** On January 9th students may only add classes that have not met. Any class may be dropped with a 75% refund. See page 3 for additional information about schedule adjustments. Classes must be officially dropped through the Office of the Director of Records and Registration in Hildebrand Hall before a refund is issued. Tuition refunds will be processed and mailed within 6-8 weeks after registration ends. *****

REGISTRATION PROCEDURES

- **Contact** - Student Services to complete or update Admission Application. (*Take Placement Test if required*)
- **Meet** - With Advisor to Select Courses.
- **Register** - Submit Registration Card to Advisor, Division Assistant or Student Services for computer entry. Returning students may also register online through Pioneer Pass.
- **Pick Up Schedule** - Prior to payment of tuition and fees.
- **Pay Tuition & Fees** - Online or at the Business Office in Moore Hall.
- **Purchase Books** - WPCC Book Cellar in Hildebrand Hall.

SEMESTER BEGINS

Monday, January 9, 2012

PAYMENT OF TUITION AND FEES

EARLY REGISTRATION

Pay Tuition and Fees

The Business Office will be open during the following hours for the receipt of tuition and fees during Early Registration.

Monday, November 14	8:00 a.m.-5:00 p.m.
Tuesday, November 15	8:00 a.m.-5:00 p.m.
Wednesday, November 16	8:00 a.m.-7:00 p.m.
Thursday, November 17	8:00 a.m.-7:00 p.m.
Friday, November 18	8:00 a.m.-1:00 p.m.

Normal Business Office hours are Monday through Friday 8:00 a.m. - 5:00 p.m.

Registration Payment Drop Box

Available for debit/credit card or check payments. Located in Moore Hall down the hallway from the Business Office. Available during normal college operating hours.

Students may also pay online through Pioneer Pass with Visa or Mastercard.

*****Failure to pay tuition and fees by 1:00 p.m. on January 3, 2012 will result in the cancellation of your Spring 2012 schedule.**

If you are receiving Financial Aid, please refer to page 4 for more details.***

FACTS payment plan is available. See the last page for more information.

REGULAR REGISTRATION

Pay Tuition and Fees

The Business Office will be open during the following hours for the receipt of tuition and fees during Regular Registration.

Thursday, January 5	8:30 a.m.-7:00 p.m.
Friday, January 6	8:00 a.m.-1:00 p.m.

The Business Office will be open during the following hours for the receipt of tuition and fees during Schedule Adjustments.

Monday, January 9	8:00 a.m.-7:00 p.m.
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Normal Business Office hours are Monday through Friday 8:00 a.m. - 5:00 p.m.

Registration Payment Drop Box

Available for debit/credit card or check payments. Located in Moore Hall down the hallway from the Business Office. Available during normal college operating hours.

Students may also pay online through Pioneer Pass with Visa or Mastercard.

*****Failure to pay tuition and fees by 1:00 p.m. on January 18, 2012 will result in the cancellation of your Spring 2012 schedule.**

If you are receiving Financial Aid, please refer to page 4 for more details.***

FACTS payment plan is available. See the last page for more information.

PLACEMENT TESTING

1. Make an appointment for testing.
2. Submit admission application prior to placement test date.
3. Call 448-6052 or 448-6046 to schedule an appointment.
4. Arrive in Student Services (Hildebrand Hall) at least 30 minutes before test time.
5. Photo ID must be presented.
6. Allow 2-3 hours to complete testing.

CONCURRENT ENROLLMENT REGISTRATION

Concurrent enrollment students should contact Jennifer Propst at 828-448-6051 or may register during Regular Registration.

BOOK CELLAR HOURS

Wednesday, January 4.....	8:00 a.m. - 1:00 p.m.
.....	4:00 p.m. - 7:00 p.m.
Thursday, January 5.....	8:00 a.m. - 1:00 p.m.
.....	4:00 p.m. - 7:00 p.m.
Friday, January 6.....	8:00 a.m. - 1:00 p.m.
Monday, January 9.....	8:00 a.m. - 1:00 p.m.
.....	4:00 p.m. - 7:00 p.m.
Tuesday, January 10.....	8:00 a.m. - 1:00 p.m.
.....	4:00 p.m. - 7:00 p.m.
Wednesday, January 11.....	8:00 a.m. - 1:00 p.m.
.....	4:00 p.m. - 7:00 p.m.
Thursday, January 12.....	8:00 a.m. - 1:00 p.m.
.....	4:00 p.m. - 7:00 p.m.
Friday, January 13.....	8:00 a.m. - 1:00 p.m.
Monday, January 16.....	CLOSED
Tuesday, January 17.....	8:00 a.m. - 1:00 p.m.
.....	4:00 p.m. - 7:00 p.m.
Wednesday, January 18.....	8:00 a.m. - 1:00 p.m.
.....	4:00 p.m. - 7:00 p.m.
Thursday, January 19.....	8:00 a.m. - 1:00 p.m.
.....	4:00 p.m. - 7:00 p.m.

Financial Aid Purchases

Wednesday, January 4, 2012 through Thursday, January 19, 2012

Photo ID and registration statement are required for each Financial Aid transaction.

Last Day for Refunds

Thursday, January 19, 2012

*** Bookstore hours are subject to change.***

Go to http://www.wpcc.edu/current_students.php?cat=67 for textbook title and price information and to order textbooks online.

Regular Bookstore hours resume Friday, January 20, 2012
Monday through Thursday 8:00 a.m.-7:00 p.m.
and Friday 8:00 a.m.-3:00 p.m.

TUITION

In-State - \$66.50 per credit hour (\$1,064.00 max.)
Out-of-State - \$258.50 per credit hour (\$4,136.00 max.)

Last Day to Request a 75% Tuition Refund

Thursday, January 19, 2012

Additional Fees (Non Refundable) Required:

Student Activity Fee - \$2.00 per credit hour (\$18 max.)
Student Insurance Fee - \$1.25

** Tuition charges are subject to change by action of the North Carolina General Assembly and the State Board of Community Colleges.**

SCHEDULE ADJUSTMENT PROCEDURES

- Schedule Adjustments are only permitted on scheduled days (see page 3).
- Meet with advisor. If not available, meet with Division Dean.
- A 25% fee may be assessed if schedule adjustments are made after regular registration.
- Late registration into a class is only permitted if the class has not met.
- Tuition refund of 75% is available during the first 10% of the semester.
- Students must sign a Tuition Refund Form located in the Office of the Director of Records and Registration.

Refunds will be mailed 6 to 8 weeks after registration is complete.

Students who register for classes but do not attend nor request a refund within the first 10% of the semester (or by January 19, 2012) will be graded as a No Show; however, they will still be responsible for tuition, fees and bookstore charges if applicable.



Deadline for Preliminary
Petition Review for
Spring 2012 Completion
is Monday, November 21, 2011.

Graduation petitions are
available in Student Services,
Hildebrand Hall.



SPRING 2012 CALENDAR

Registration.....	January 5
Classes Begin.....	January 9
Schedule Adjustment.....	January 9
Last Day to Request 75% Refund.....	January 19
No Classes.....	January 16, April 9 - 13
"A" Term Classes.....	January 9 - March 6
"B" Term Registration.....	March 6
"B" Term Classes.....	March 7 - May 8
Classes End.....	May 8

FREQUENTLY CALLED NUMBERS

Academic Success Center.....	448-3116
Admissions Office.....	448-6051
Blackboard Administrator.....	448-6097
Bookstore.....	448-3186
Business Office.....	448-3106
Business Technologies.....	448-6050
Continuing Education.....	448-6750
Disability Services.....	448-3153
English.....	448-6096
Financial Aid.....	448-3151
Health Sciences.....	448-6123
Humanities & Social Sciences.....	448-6139
Information Center.....	438-6000
Library.....	448-6195
Records & Transcripts.....	448-6049
Registration.....	448-6041
Science, Engineering, & Mathematics.....	448-6146
Security.....	448-6196
Student Activities.....	448-3174
Student Services.....	448-6052

**Are you taking the dreaded
math class this semester?**

**Don't Worry.
Help Is On The Way!!!**

**FREE tutoring services
are available in the
Academic Success Center,
Located in Moore Hall 206.**

**Ask your instructor or
check The Pioneer Press for hours.**

TOBACCO FREE CAMPUS

Western Piedmont Community College has a responsibility to its students and employees to provide a safe and healthy environment. Research findings show that tobacco use in general, including smoking, breathing secondhand smoke, and smokeless tobacco constitutes a significant health hazard. Because smoking is a health and fire hazard, smoking and other tobacco use is prohibited on College property and in College vehicles. Western Piedmont Community College is tobacco-free.

For the purposes of this policy, tobacco is defined as, but not limited to: cigarettes, cigars, cigarillos, pipes, and all smokeless tobacco products.

Violations of this policy by faculty, staff or students will be handled in a manner consistent with the violation of other college policies.

FINANCIAL AID STUDENTS

- Check campus email accounts on a weekly basis - ALL financial aid award notifications are sent to students through campus email accounts. The Financial Aid Office is not responsible for any missed communications when students fail to activate or check campus email accounts.
- View your current financial aid status in Pioneer Pass by selecting the "Financial Aid Award Letter" link.
- If aid has not yet been awarded (and you have already completed the FAFSA), select the "My Documents" link in Pioneer Pass to determine what documents may be needed by the Financial Aid Office, and submit those items as soon as possible.
- If financial aid has not been awarded by the time you register for classes, you should make other arrangements to pay for tuition and fees, by using either the FACTS payment plan or paying out of pocket.
- Full time enrollment for Financial Aid purposes is always 12 semester hour credits (SHC), every semester (fall, spring AND summer).
- Only classes required for your current program of study (major) can be counted in determining your financial aid award amount for each term.
- The first date Financial Aid refund checks will be mailed to students for the 2012 Spring Semester is February 10, 2012.
- In the event that you are unable to attend classes for the Spring semester, it is your responsibility to OFFICIALLY withdraw from classes by 7:00 p.m. on Thursday, January 5, 2012, to avoid a tuition liability.

