## Important Dates

**Registration begins:**
- **Summer I 2020**: April 8
- **Summer II 2020**: April 8
- **Fall 2020**: April 8
- **Fall 1st 8-weeks**: April 8
- **Fall 2nd 8-weeks**: September 23

<table>
<thead>
<tr>
<th>Start/End Dates</th>
<th>Start</th>
<th>End</th>
<th>Refund/drop Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>100%</td>
</tr>
<tr>
<td>Summer I 2020</td>
<td>June 1</td>
<td>July 2</td>
<td>May 31</td>
</tr>
<tr>
<td>Summer II 2020</td>
<td>July 6</td>
<td>August 6</td>
<td>July 5</td>
</tr>
<tr>
<td>Fall 2020</td>
<td>Aug 19</td>
<td>Dec 8</td>
<td>Aug 18</td>
</tr>
<tr>
<td>Fall 1st 8-weeks</td>
<td>Aug 19</td>
<td>Oct 9</td>
<td>Aug 18</td>
</tr>
<tr>
<td>Fall 2nd 8-weeks</td>
<td>Oct 12</td>
<td>Dec 8</td>
<td>Oct 11</td>
</tr>
</tbody>
</table>

## Statement of Mission

Panola College is dedicated to providing excellence in education. The range of educational offerings includes university transfer programs, technical and workforce programs, instruction designed to increase academic proficiencies, and continuing education to enrich lives and improve skills. Our aim is to engage students to achieve success.

## Accreditation

Panola College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Certificates and Associate Degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Panola College.
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<table>
<thead>
<tr>
<th>IMPORTANT CAMPUS TELEPHONE NUMBERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions/Records Office ............. 903-693-2038</td>
</tr>
<tr>
<td>Business Office ......................... 903-693-2082</td>
</tr>
<tr>
<td>Campus Police ............................. 903-693-1112</td>
</tr>
<tr>
<td>Alternate Campus Police #’s .......... 1111 or 1114</td>
</tr>
<tr>
<td>College Store ............................ 903-693-2019</td>
</tr>
<tr>
<td>Continuing Education .................. 903-693-2067</td>
</tr>
<tr>
<td>Testing ...................................... 903-693-2036</td>
</tr>
<tr>
<td>Disability Services ..................... 903-693-2046</td>
</tr>
<tr>
<td>Distance Education ..................... 903-693-2004</td>
</tr>
<tr>
<td>Division of Applied Studies .......... 903-693-1186</td>
</tr>
<tr>
<td>Financial Aid .............................. 903-693-2035</td>
</tr>
<tr>
<td>Housing ...................................... 903-693-1176</td>
</tr>
<tr>
<td>Library ....................................... 903-693-2052</td>
</tr>
<tr>
<td>Marshall College Center .............. 903-935-5039</td>
</tr>
<tr>
<td>Office of the President ............... 903-693-1142</td>
</tr>
<tr>
<td>Shelby College Center ............... 936-598-9543</td>
</tr>
<tr>
<td>Shelby Regional Training Center ... 936-591-9075</td>
</tr>
<tr>
<td>Student Success Center .............. 903-693-2048</td>
</tr>
<tr>
<td>V.P. of Instruction ...................... 903-693-2033</td>
</tr>
<tr>
<td>V.P. of Student Services .............. 903-693-2048</td>
</tr>
</tbody>
</table>

Panola College – Schedule of Classes – Page 2
## Dates To Remember

### Summer I Session 2020

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 8</td>
<td>Online Registration for May Term, Summer I &amp; II</td>
</tr>
<tr>
<td>May 31</td>
<td>Online Registration for Summer I Ends</td>
</tr>
<tr>
<td>June 31</td>
<td>Last Day to Receive 100% Refund</td>
</tr>
<tr>
<td>June 1</td>
<td>SUMMER I SESSION CLASSES BEGIN –</td>
</tr>
<tr>
<td></td>
<td>Last Day to Register/Change Schedule - All Campus Sites ($30 Fee)</td>
</tr>
<tr>
<td>June 4</td>
<td>Official Reporting Date</td>
</tr>
<tr>
<td>June 5</td>
<td>Last Day to Receive 70% Refund</td>
</tr>
<tr>
<td>June 8</td>
<td>Last Day to Receive 25% Refund</td>
</tr>
<tr>
<td>June 25</td>
<td>Last Day to Withdraw with “W”</td>
</tr>
<tr>
<td>July 2</td>
<td>SUMMER I SESSION ENDS</td>
</tr>
<tr>
<td>July 3</td>
<td>Holiday: Independence Day</td>
</tr>
<tr>
<td>July 6</td>
<td>5:00 p.m. Semester Grades become Official</td>
</tr>
</tbody>
</table>

### Summer II Session 2020

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 3</td>
<td>Holiday: Independence Day</td>
</tr>
<tr>
<td>July 5</td>
<td>Online Registration for Summer II Ends</td>
</tr>
<tr>
<td>July 5</td>
<td>Last Day to Receive 100% Refund</td>
</tr>
<tr>
<td>July 6</td>
<td>SUMMER II SESSION CLASSES BEGIN –</td>
</tr>
<tr>
<td></td>
<td>Last Day to Register/Change Schedule - All Campus Sites ($30 Fee)</td>
</tr>
<tr>
<td>July 9</td>
<td>Official Reporting Date</td>
</tr>
<tr>
<td>July 10</td>
<td>Last Day to Receive 70% Refund</td>
</tr>
<tr>
<td>July 13</td>
<td>Last Day to Receive 25% Refund</td>
</tr>
<tr>
<td>July 30</td>
<td>Last Day to Withdraw with “W”</td>
</tr>
<tr>
<td>August 6</td>
<td>SUMMER II SESSION ENDS</td>
</tr>
<tr>
<td>August 7</td>
<td>5:00 p.m. Semester Grades become Official</td>
</tr>
</tbody>
</table>

Non-payment/Void Dates: June 26, July 2
FALL 2020

April
8 Registration for Fall 2020 Opens

August
12 Faculty Returns
15 10:00 am Residence Halls Open
17 Orientation for Residence Hall Students
18 Online Registration for Fall ends
18 Last Day to receive 100% Refund
19 Fall 2020 Classes Begin
22 Late Registration/Schedule Changes Begin – All Campus Sites ($30 Fee)
24 Registration Ends for Fall 2020

September
3 Official Reporting Date
7 Holiday: Labor Day
9 Last Day to receive 70% Refund
16 Last Day to receive 25% Refund

October
5-9 Mid-Semester Week
12 9:00 am All mid-term grades posted

November
4 Registration for Spring 2021 Opens
6 Last Day to Withdraw with “W” for 16-week semester
20 2:00 pm Residence Halls Close
23-27 Holidays: Thanksgiving
29 2:00 pm Residence Halls Open
30 Classes resume

December
3-8 Final Exams
8 Fall 2020 Semester Ends
9 5:00 pm Semester grades become official
10 4:00 pm Residence Halls Close
10 5:00 pm/7:30 pm Commencement (Johnson Gymnasium)
11 12:30 pm Offices Close

Non-payment/Void Dates: July 31, August 7, 14, 21


**FALL 2020 1ST 8-WEEKS**

August
18
Online Registration for Fall ends
18
Last Day to receive 100% Refund
19
1st 8-week Fall Classes Begin
Late Registration/Schedule Changes Begin – All Campus Sites
($30 Fee)
24
Registration Ends for 1st 8-week Fall Classes
26
Official Reporting Date
28
Last Day to receive 70% Refund

September
1
Last Day to receive 25% Refund
7
Holiday: Labor Day
25
Last Day to Withdraw with “W” from 1st 8-week Fall

October
9
1st 8-week Fall Ends
13 5:00 pm
Semester grades become official

**FALL 2020 2ND 8-WEEKS**

September
23
Registration for 2nd 8-week Fall Opens

October
12
2nd 8-week Fall Classes Begin
Late Registration/Schedule Changes Begin – All Campus Sites
($30 Fee)
15
Registration Ends for 2nd 8-week Fall Classes
19
Official Reporting Date
21
Last Day to receive 70% Refund
23
Last Day to receive 25% Refund

November
20
Last Day to Withdraw with “W” from 2nd 8-week Fall
23-27
Holidays: Thanksgiving

December
8
2nd 8-week Fall Ends
9 5:00 pm
Semester grades become official
NON-PAY VOID DATES

REGISTRATION IS NOT COMPLETE until the student is cleared by the Business Office. You may pay in full at the Panola College Business Office, online in Campus Connect, or through FACTS Deferred Billing Plan.

TUTORING—Panola College is committed to enhancing student retention and success by providing tutoring to promote the educational and general development of its students in a positive environment. Come to the Student Success Office to sign up for tutoring.

Services for Students with Disabilities

The Disabled Student Services (DSS) Office at Panola College coordinates support services and equipment for Panola College students with temporary or permanent disabilities. Reasonable accommodations and support services will be provided for students with documented disabilities. Students seeking help should meet with the DSS Coordinator whose office is located in Student Services or call 903-693-2046.
## Admission Requirements

1. Provide the **TSI Assessment scores** or present proof of exemption from TSI. Panola College’s Carthage campus is an official test site for TSI Assessment and ACT. For more information about testing dates and times, please contact the Student Success Center at (903) 693-2036 or (903) 693-2046.

2. Arrange for **high school transcript**, **GED scores**, and **college transcripts** to be sent to the Admissions/Records Office. Students are responsible for requesting their official records from the issuing institution.

3. **Complete an application** for admission or submit an Apply Texas Application at http://www.panola.edu.

4. Return all admissions documents to the Admissions/Records Office. Refer to chart below for specifics.

5. Correspondence regarding admissions should be addressed to: Admissions/Records Office, 1109 W Panola, Carthage, TX 75633.

Assessment scores are used for placement in courses but are not used to deny admission to the college.

<table>
<thead>
<tr>
<th>Classification</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Admission/Dual Credit: High school students who have parental and high school approval</td>
<td>Apply Texas Application, early admission form, high school transcript, assessment scores or proof of exemption from TSI. Bacterial Meningitis proof.</td>
</tr>
<tr>
<td>High School Graduate</td>
<td>Apply Texas Application, official high school transcript with graduation date, assessment scores or proof of exemption from TSI, Bacterial Meningitis proof.</td>
</tr>
<tr>
<td>High School Equivalency: Students who have passed the GED Test</td>
<td>Apply Texas Application, GED test scores, assessment scores or proof of exemption from TSI, Bacterial Meningitis proof.</td>
</tr>
<tr>
<td>College Transfer: Students from another college or university</td>
<td>Apply Texas Application, official transcript(s) from previous institution(s), and official high school transcript, assessment scores or proof of exemption from TSI, Bacterial Meningitis proof. Students on probation or suspension must get approval from the Vice President of Instruction. Call (903) 693-2033.</td>
</tr>
<tr>
<td>Prior Students: Former Panola College students who did not attend the previous semester</td>
<td>Application for re-admission, official transcripts from institutions attended during absence and assessment scores or proof of exemption from TSI, Bacterial Meningitis proof.</td>
</tr>
<tr>
<td>Individual Approval: Students not in above classifications</td>
<td>Apply Texas Application, assessment scores or proof of exemption from TSI and approval from appropriate dean, Bacterial Meningitis proof.</td>
</tr>
<tr>
<td>International Students: Students born in another country who are not U.S. citizens or resident aliens</td>
<td>For information on requirements for international admission, call the International Coordinator at (903) 693-2046.</td>
</tr>
</tbody>
</table>
Panola College shall assess the academic skills of each entering undergraduate student to determine the student’s readiness to enroll in freshman-level academic coursework. The institution shall provide advising and educational support necessary for success in college and assist students who are not yet ready to enroll in that coursework. Assessment or the results of the assessment cannot be used to deny admission to the College. Admission to Panola College does not guarantee admission to specific programs of study or enrollment in all courses.

The Panola College Board of Trustees authorizes the Administration to establish local policies for implementation of the Texas Success Initiative Plan (TSIP). The TSIP will be reviewed annually as part of the Institutional Effectiveness Action Plan. The specific regulations are subject to change as the result of sessions of the Texas legislature and meetings of the Texas Higher Education Coordinating Board. Any significant changes to this plan will be filed with the Coordinating Board. Test information may be obtained at your high school or from Panola College by calling (903) 693-2036.

### Texas Success Initiative (TSI)

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### Passing Assessment Scores (Texas Success Initiative)

<table>
<thead>
<tr>
<th>Subject</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH</td>
<td>350</td>
</tr>
<tr>
<td>READING</td>
<td>351</td>
</tr>
</tbody>
</table>

### Blocked Courses

<table>
<thead>
<tr>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>All college-level MATH courses</td>
</tr>
<tr>
<td>CHEM 1411, PHYS 1401</td>
</tr>
</tbody>
</table>

### Writing

<table>
<thead>
<tr>
<th>Essay 5 OR Essay 4 + Multiple Choice 340</th>
</tr>
</thead>
</table>

### Exemptions / Exceptions

State law provides for certain exemptions from the Texas Success Initiative (TSI) provisions. The following students shall be exempt from the requirements of this title, whereby exempt students shall not be required to provide any additional demonstration of college readiness and shall be allowed to enroll in any entry-level freshman course. Documentation must be on file in the Admissions and Records Office prior to enrollment. Exemptions/exceptions are associated with actual enrollment in college.

1. For a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards that cannot be raised by institutions:

   a. ACT: composite score of 23 with a minimum of 19 on the English test shall be exempt for both the reading and writing sections of the TSI Assessment, and/or 19 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment;

   b. SAT: New SAT - Evidenced-Based Reading and Writing (EBRW) score of 480, and/or Math score of 530. Old SAT - a combined critical reading (formerly “verbal”) and mathematics score of 1070 with a minimum of 500 on the critical reading test shall be exempt for both reading and
writing sections of the TSI Assessment, and/or 500 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment. Scores CANNOT be combined; or

2. For a period of three (3) years from the date of testing, a student who is tested and performs on the Texas Assessment of Academic Skills (TAAS) with a minimum scale score of 1770 on the writing test, a Texas Learning Index (TLI) of 86 on the mathematics test and 89 on the reading test.

3. For a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards that cannot be raised by institutions:
   a. On the Eleventh grade exit-level Texas Assessment of Knowledge and Kills (TAKS) with a minimum scale score of 2200 on the math section and/or a minimum scale score of 2200 on the English Language Arts section with a writing subsection score of at least 3, shall be exempt from the TSI Assessment required under this title for those corresponding sections; or
   b. STAAR end-of-course (EOC) with a minimum score of 4000 on the English III shall be exempt from the TSI Assessment required under this title for both reading and writing, and a minimum score of 4000 on the Algebra II EOC shall be exempt from the TSI Assessment required under this title for the mathematics section.

4. A student who has graduated with an associate or baccalaureate degree from an institution of higher education.

5. A student who transfers to an institution from a private or independent institution of higher education or an accredited out-of-state institution of higher education and who has satisfactorily completed college-level coursework as determined by the receiving institution.

6. A student who has previously attended any institution and has been determined to have met readiness standards by that institution.

7. A student who is enrolled in a certificate program of one year or less (Level-One certificates, 42 or fewer semester credit hours or the equivalent) at a public junior college, a public technical institute, or a public state college.

8. A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment.

9. A student who on or after August 1, 1990, was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National guard or service as a member of a reserve component of the armed forces of the United States.

Test scores cannot be used to deny a student admission to a Texas public college or university.

Admission to the college does not guarantee admission to specific courses or programs of study.
BACTERIAL MENINGITIS VACCINATIONS are REQUIRED for all entering students UNDER THE AGE OF 22.

The Texas Higher Education Coordinating Board adopted amendments to Texas Education Code, Chapter 54, Subchapter A, §54.0065 on an emergency basis that requires entering students\(^1\) at institutions of higher education to have an initial bacterial meningitis vaccination or booster dose during the five-year period preceding or at least 10 days prior to the first day of the first semester in which the student initially enrolls at an institution.

Evidence of the student having received the vaccination from an appropriate health practitioner\(^2\) must be received by the Admissions Office. Acceptable evidence of vaccination or receiving a booster dose includes:

- The signature or stamp of a physician or his/her designee, or public health personnel on a form which shows the month, day, and year the vaccination dose or booster was administered

- An official immunization record generated from a state or local health authority.

- An Official record received from school officials, including a record from another state.

This information shall be maintained in accordance with Family Education Rights and Privacy Act Regulations, and with Health Insurance Portability and Accountability Act.

**Exceptions**

A student is not required to submit evidence of receiving the vaccination against bacterial meningitis or evidence of receiving a booster dose if the student is 22 years of age. A student, or parent or guardian of a student, is not required to submit evidence of receiving the vaccination against bacterial meningitis if the student, or a parent or guardian of a student, submits to the institution:

- An affidavit or a certificate signed by a physician who is duly registered and licensed to practice medicine in the United States, in which it is stated that, in the physician’s opinion, the vaccination required would be injurious to the health and well-being of the student; OR

- An affidavit signed by the student stating that the student declines the vaccination for bacterial meningitis for reasons of conscience, including a religious belief. A conscientious exemption form from the Texas Department of State Health Services must be used. For information about obtaining this form, call 1-800-252-9152 or go to https://corequest.dshs.texas.gov/

  Contact your health care provider for information on receiving the vaccination.

\(^1\)Entering student—A first-time student of an institution of higher education including a student who transfers to the institution from another institution; or a student who previously attended an institution of higher education before January 1, 2012, and who is enrolling in the same or another institution of higher education following a break in enrollment of at least one fall or spring semester.

\(^2\)Health practitioner—Any person authorized by law to administer a vaccination.
This program offers an opportunity for high school students to earn credits toward a college degree while completing requirements for high school graduation:

a) The student is subject to the following requirements:
   1. Provide valid, unexpired ACT, SAT, TAKS or EOC/STAAR scores and be declared exempt by Panola College, or must have taken and passed at least one section of a state-approved Texas Success Initiative (TSI) test.
   2. Must have written approval of the high school principal, counselor and the parent or guardian (Dual Credit/Early Admission Permission form).
   3. Be subject to the rules and regulations of the College.

b) Prior to enrollment the following items must be on file at Panola College:
   1. Application for admission to the College.
   2. Completed Dual Credit/Early Admission Permission Form.
   3. Official Texas Success Initiative test scores or proof of exemption.
   4. Official high school transcript. The high school counselor must provide a letter of explanation or verification of status for any student whose transcript does not provide this information. Students who are enrolled in non-accredited high schools or who are schooled in non-traditional settings must provide a notarized record of the school subjects completed (must be consistent with TEA minimum requirements).

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 NOTICE

Dual Credit and Early Admission students **CANNOT** get an official copy of their Panola College transcript until after they have graduated high school and we have received an official copy of their high school transcript with the date of graduation.
**FINANCIAL AID INFORMATION**

All students are encouraged to apply for financial aid online at www.fafsa.ed.gov. When the Financial Aid Office (FAO) receives your report, a letter will be emailed to you explaining any other documents that are needed. Please allow plenty of processing time for your file to be completed before you register. If you have any questions, please contact us at (903) 693-2035.

The maximum time frame that a student may receive financial aid may not exceed 150 percent of the published length of the longest program. The longest program offered at Panola College is 60 hours and will be used as a basis for all programs. Therefore, students at Panola College will be allowed a maximum of 90 semester hours attempted, \((60 \text{ hours} \times 150\% = 90)\) or the equivalent thereof, to reach his/her degree/certificate objective. Once a student has exceeded 90 semester hours, or the equivalent thereof, he/she will be ineligible for financial aid regardless of whether or not aid was received in the past, except in cases of extenuating circumstances. In such a case, a student must make written request for an appeal. The Financial Aid Office will review the circumstances and make a decision. The decision of the Office is final and is not subject to further appeal. You must be pursuing a degree at Panola College to receive financial aid.

**FEDERAL DIRECT STUDENT LOAN PROGRAM**

Panola College participates in the Federal Direct Student Loan program. Direct Loans are low-interest loans for students and parents to help pay for the cost of a student’s education after high school. The lender is the U.S. Department of Education. All student loans will be processed through the Financial Aid Office at Panola College. In order to qualify, a student must complete the FAFSA (Free Application for Federal Student Aid). The application is online at www.fafsa.ed.gov. Entrance counseling and a loan application is required. The application is online and can be accessed through the financial aid office. The borrower can choose from several repayment plans that are designed to meet the needs of almost any borrower, and you can switch repayment plans if your needs change.

**With Direct Loans, you—**

- Borrow directly from the federal government and have a single contact—the Direct Loan Servicing Center for everything related to the repayment of your loans, even if you receive Direct Loans at different schools.
- Have online access to your Direct Loan account information 24 hours a day, 7 days a week at Direct Loans on the Web at: www.studentloans.gov
To help you meet your educational expenses, Panola College is pleased to offer a payment plan as a convenient budget plan. A tuition management plan provides you with a low cost option for budgeting tuition and other educational expenses. It is not a loan program; therefore, you have no debt, there are no interest or finance charges assessed and there is no credit check. The only cost to budget monthly payments through our payment plan provider is a per semester nonrefundable enrollment fee.

The payment plan is simple. You may budget your tuition and fees one of two ways:

A. Automatic Bank Payment (ACH) - ACH payments are those payments you have authorized the payment plan provider to process directly with your financial institution. It is simply a bank-to-bank transfer of funds that you have pre-approved for your expenses at Panola College. Payments may be made from either your checking or savings account. Payments are processed on the 5th of each month and will continue until the balance due the college is paid in full.

B. Credit Card Option - many students and families have requested the option of charging their monthly tuition payment to MasterCard, Discover, Visa or American Express. This enables you to take advantage of various bonus programs offered by your credit card company. If you elect to use this option, your monthly payment along with a convenience fee will be automatically charged to your credit card on the 5th of each month. The convenience fee is in addition to the nonrefundable enrollment fee.

Note: Should an automatic bank payment or credit card payment be missed, a missed payment fee will be automatically assessed to your account. You will be notified by the payment plan provider of the missed payment by mail or email.

When you enroll online, be sure you have the following information:

1. Your student ID.
2. The name and address of the person responsible for making the payments.
3. Account Information for the responsible person.
   a) If paying by automatic bank payments you will need the bank name, telephone number, account number, and the bank routing number. Most of the information is located on your check.
   b) If paying by credit card, you will need the credit card number and expiration date.

You may pay for your tuition in full through the e-Cashier site by selecting the “Payment in Full” option. This allows you the convenience of paying your tuition without having to visit or mail information to the Panola College Business Office. Please remember, once you select this option your full payment will be deducted immediately and a nonrefundable convenience fee will be assessed.

IMPORTANT! If you have questions regarding your payment plan agreement please contact the provider directly or go to Campus Connect to review your agreement online. If you have questions regarding your financial aid award or tuition balance, please call the Panola College Business Office at (903) 693-2082.
Departmental advising is required prior to registering for some career/technical programs of study. View the list on the next page and refer to the Career/Technical Education section of the catalog for special admission requirements. You can access the catalog online at www.panola.edu for more information.

- **High School Early Admission Students**—Call Admissions/Records for designated registration times at (903) 693-2038.

- **First-Time College Students**—Call (903) 693-2038 to schedule a registration time.

- **Attention Returning Students**—Returning college students may register online if you have visited with your advisor or are not in a program which requires advisement before registration each semester. Returning students who need registration assistance should contact their advisor or faculty mentor during regular office hours.

- New students must be admitted to the college **before** attempting to register (See Admission Requirements). Students who have not met TSI requirements should refer to their individual TSI plan for remedial course requirements.

- Students who need help with course requirements and/or course selections should see an advisor or mentor. For a list of advisors go to www.panola.edu/student-success/advising/

- Degree audits are available online to aid students in course selection.

- Potential financial aid recipients must contact the Financial Aid Office located in the Administration Building prior to registration.

- Students should read all information posted upon entry to the online registration site (Campus Connect).

- After courses have been selected, students should go to account status (Campus Connect) for payment/account information. Be sure to print a copy of your schedule.

- Registration is not complete until the student has been cleared by the Business Office. See Campus Connect account status for payment information.
All Panola College students are assigned Student IDs and PIN numbers which allow access to Campus Connect Online Services. If you are a new Panola College student, your student ID and PIN number are assigned at the time of admission.

**ONLINE REGISTRATION will be available:**

- Spring 2nd 8-week ......................................................... February 12 - March 8
- May Term .................................................................................. April 8 - May 10
- Summer I .................................................................................... April 8 - May 31
- Summer II .................................................................................. April 8 - July 5
- Fall ................................................................................................ April 8 - August 18
- Fall 1st 8-week ........................................................................... April 8 - August 18
- Fall 2nd 8-week ........................................................................... September 23 - October 12

**Panola College registration via the Internet**

Previous college students may register online if you have visited with your advisor or are not in a program which requires advisement before registration each semester via Panola’s online registration system, “CampusConnect.” The system can be accessed from any computer connected to the Internet. The system also allows you to perform these tasks online:

- View/Print Current Class Schedule
- View/Print Grade Report
- Check Course Availability
- View/Print Financial Aid Information
- View/Print Unofficial Transcripts
- Check Account Status
- View/Print Degree Audits
- View/Update Demographic Information

If you are unable to register online, call the Admissions/Records Office at (903) 693-2038 for advisement/registration information.

I do qualify to register online - now what? Go to the Panola website at [www.panola.edu](http://www.panola.edu) and select the “SIGN ON” tab. Follow the easy steps to register online for your courses. If you are unsure of student ID or PIN number, contact the Admissions and Records Office at (903)693-2038.
MUST READ

In an effort to help our students complete their respective Certificate, Associate of Applied Science and/or Associate of Arts in Teaching degree in a timely manner, students with the following majors will be required to visit with an advisor/faculty member.

Students with the following majors will need to schedule an appointment with an advisor/faculty member before registering.

- ADN - Nursing
- NUR - Pre-Bachelor Nursing
- BUS - General Business
- CIT - Computer Information Technology
- CON - Construction Technology
- COS - Operator
- CRM - Criminology
- AAT - Education
- EDU - Education
- EIT - Electrical/Instrumentation
- EMT - Emergency Med Tech
- HIT - Health Info Tech
- HTH - Health Professions
- HVAC - Heating, Ventilation & A/C
- IN - Industrial Tech Specialist
- NVN - Vocational Nursing
- MED - Clinical/Medical Assistant
- MLT - Clinical/Medical Lab Tech
- NAT - Natural Gas Processing
- OPM - Office Professional-Medical
- OPR - Office Professional
- OTA - Occupational Therapy
- PET - Petroleum Tech
- RES - Residential & Commercial Electrician
- RLM - Ranch & Land Management
- WLD - Welding

All students are encouraged to visit with an advisor/faculty member at any time concerning their course of study.

Also, any student requiring developmental courses (not passed Reading/Writing/Math) will need to see an Advisor/Faculty Member to register.
# PANOLA COLLEGE CORE CURRICULUM

## ASSOCIATE OF ARTS* OR ASSOCIATE OF SCIENCE

<table>
<thead>
<tr>
<th>Component Area</th>
<th>Hours</th>
<th>Course Options</th>
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<tbody>
<tr>
<td>Communication</td>
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<td>Required: ENGL 1301</td>
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<td>Select one SPCH: SPCH 1315, SPCH 1318</td>
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<td>MATH 1314, 1324, 1325, 1332, 1342, 1350, 1351, 2412, 2413, 2414, 2415</td>
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<td>Note: Two lab hours from Life &amp; Physical Sciences count here.</td>
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**Core Curriculum Total**: 42

## ADDITIONAL REQUIREMENTS FOR ASSOCIATE OF ARTS* OR SCIENCE DEGREE

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<td>BCIS 1305/COSC 1301</td>
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<td>Computer Applications</td>
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<td>Elective Suggested in Fields of Study</td>
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**Total Degree**: 60

*Associate of Arts degree must include six to eight hours of foreign language.
### Panola College Tuition and Fees 2019 - 2020

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### CLASS RELATED FEES

**BUILDING USE FEE**............. $10 per semester hr
(Includes but not limited to Marshall College Center, Shelby College Center, Shelby Regional Training Center)

**REGULAR LABORATORY**........... $24

**SCIENCE LABORATORY FEE**........ $24

**SPECIAL FEES:**
- Chemistry Lab Insurance........... $20
- Cosmetology (labs and insurance).... $5 – 50
- Industrial/Petroleum Technology.... $50–75
- Internet Course (per semester hour).... $15
- Photography .................................. $75
- Welding (per class)........................ $75

**SPECIAL COURSES** ................ $30 – 1200
(supplies and traveling fees)

**VOCATIONAL NURSING** .......... $35–$238
(clinical, labs, insurance)

**ASSOCIATE DEGREE NURSING** .... $35–$400
Please contact the ADN department for a full schedule of fees for those students selected for the ADN program.

**OCCUPATIONAL THERAPY ASST** .... $35–$175
(clinical, labs, insurance)

**PRIVATE INSTRUCTION (1 HR/2 HR)...$100/$200
CRIMINAL BACKGROUND CHECK ....... $4–$50

**ROOM AND MEALS**

**RESIDENCE HALL DEPOSIT**........... $200

**RESIDENCE HALLS:**
- Sharp Hall (Co-Ed Dorm) .......... $2546
- Student Apartments ................ $3166
- Bill O’Neal Hall Apartments .... $3266
*All are 19 meals weekly

**ASSESSMENT TEST FEE**............. $30

**CLASS CHANGE FEE** ............... $30

**LATE REGISTRATION** ............... $30

**DEFERRED PAYMENT FEE** ........... $25

**GED TESTING FEE (FULL TEST)**... $145
(non-refundable)

**GED TESTING FEE (PER SECTION).... $36.25
“3-PEAT” REPEAT FEE .................. $75**

**MATRICULATION FEE** ................ $30

**Repeat Course Fees.** The Texas Legislature has mandated that a course repeated by a student more than twice at a public institution of higher education may not be reported for state funding. As a result, the institution must either pass the non-funded portion to all students or charge a supplementary fee to the student who is repeating the course. Consequently, Panola College has chosen to assess a supplementary fee to only those students repeating the course more than twice, beginning with the Fall 2006 semester. Courses in Developmental Studies and English as a Second Language (ESL) are not affected by the supplementary fee. For a course being “three-peated” (being taken for a third time), students will be charged $75 per semester credit hour ($225 for a 3 hour course) in addition to tuition and required fees associated with the course. Students will be notified at the time they register for a course that it has been taken twice at Panola College and is subject to the supplementary fee.

Panola College – Schedule of Classes – Page 18
### Panola College Tuition and Fees 2020 - 2021

<table>
<thead>
<tr>
<th>Hours</th>
<th>Panola County</th>
<th>Out-of-District/Louisiana</th>
<th>Out-of-State/International</th>
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<td>Total</td>
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</table>

**CLASS RELATED FEES**

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  (Includes but not limited to Marshall College Center, Shelby College Center, Shelby Regional Training Center)
- **REGULAR LABORATORY** .......... $ 24
- **SCIENCE LABORATORY FEE** .......... $ 24
- **SPECIAL FEES:**
  - Chemistry Lab Insurance .......... $ 20
  - Cosmetology (labs and insurance) .... $ 5 – 50
  - Industrial/Petroleum Technology .... $50–75
  - Internet Course (per semester hour) .... $ 15
  - Photography ........................ $ 75
  - Welding (per class) ................. $ 75
- **SPECIAL COURSES** ............. $30 – 1200
  (supplies and traveling fees)
- **VOCATIONAL NURSING** ........... $35–$238
  (clinical, labs, insurance)
- **ASSOCIATE DEGREE NURSING** ........ $35–$400
  Please contact the ADN department for a full schedule of fees for those students selected for the ADN program.
- **OCCUPATIONAL THERAPY ASST** ....... $35–$175
  (clinical, labs, insurance)

- **PRIVATE INSTRUCTION (1 HR/2 HR)...$100/$200**
- **CRIMINAL BACKGROUND CHECK .......... $4–$50**

**ROOM AND MEALS**

- **RESIDENCE HALL DEPOSIT** ............ $ 200
- **RESIDENCE HALLS:**
  - Sharp Hall (Co-Ed Dorm) ........... $ 2584
  - Student Apartments ............... $ 3204
  - Bill O’Neal Hall Apartments .......... $ 3304
- **All are 19 meals weekly**
- **ASSESSMENT TEST FEE** ............. $ 30
- **CLASS CHANGE FEE** ............... $ 30
- **LATE REGISTRATION** ............... $ 30
- **DEFERRED PAYMENT FEE** .......... $ 25
- **GED TESTING FEE (FULL TEST)** .... $ 145
  (non-refundable)
- **GED TESTING FEE (PER SECTION)** ... $ 36.25
  “3-PEAT” REPEAT FEE .......... $ 75**
- **MATRICULATION FEE** .............. $ 30

**Repeat Course Fees.** The Texas Legislature has mandated that a course repeated by a student more than twice at a public institution of higher education may not be reported for state funding. As a result, the institution must either pass the non-funded portion to all students or charge a supplementary fee to the student who is repeating the course. Consequently, Panola College has chosen to assess a supplementary fee to only those students repeating the course more than twice, beginning with the Fall 2006 semester. Courses in Developmental Studies and English as a Second Language (ESL) are not affected by the supplementary fee. For a course being “three-peated” (being taken for a third time), students will be charged $75 per semester credit hour ($225 for a 3 hour course) in addition to tuition and required fees associated with the course. Students will be notified at the time they register for a course that it has been taken twice at Panola College and is subject to the supplementary fee.
**PROCEDURE FOR WITHDRAWING FROM COURSES**

A student may initiate a withdrawal from a class and will receive a grade of "W". See current semester calendar for withdrawal dates. Terms and special sessions of varying semester length will have different withdrawal dates. (Please call the Admissions/Records Office for additional information.)

Withdrawals become official as of the date the withdrawal form is returned to the Admissions/Records Office. All schedule changes or withdrawals from class must be approved in order to become official.

Procedures and forms for schedule changes and withdrawals from class may be secured from the Admissions and Records Office in the Student Success Center, by call 903.693.2038 or email admissions@panola.edu.

**THINK BEFORE YOU DROP! PLEASE READ ABOUT SB1231 (6 COURSE DROP RULE) BEFORE WITHDRAWING FROM A CLASS.**

**SB1231 (6 COURSE DROP RULE)**

SB 1231 enacted by the Texas Legislature limits the number of classes a student may drop. Under section 51.907 of the Texas Education Code, “an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education.” This statute was enacted by the State of Texas in spring 2007 and applies to students who enroll in a public institution of higher education as first-time freshmen in fall 2007 or later. Courses affected include courses which students are enrolled in after the official reporting date for the institution with the exception of the following which are not included in the six drop limit:

1. Courses taken by students while still enrolled in high school—whether for dual credit or early college credit, or college credit alone.
2. Courses dropped at private or out-of-state institutions
3. Other courses exempted by Panola College which include developmental courses and workforce education courses which do not lead to a degree
4. Courses dropped by the student to withdraw from the institution

Panola College has adopted a policy under which exceptions can be made under certain circumstances. If the student can show good cause (as outlined below) for dropping a course, that drop will not be used in the drop count against the student.

A. A severe illness or other debilitating condition that affects the student’s ability to satisfactorily complete the course;
B. The student’s responsibility for the care of a sick, injured or needy person if the provision of that care affects the student’s ability to satisfactorily complete the course;
C. The death of a person who is considered to be a member of the student’s family or who is otherwise considered to have a sufficiently close relationship to the student that the person’s death is considered to be a showing of good cause;
D. The active duty service as a member of the Texas National Guard or the armed forces of the United States of either the student or a person who is considered to have a sufficiently close relationship to the student that the person’s active military service is considered to be a showing of good cause;

E. The change of a student’s work schedule that is beyond the control of the student, and that affects the student’s ability to satisfactorily complete the course.

REFUND POLICY

A nonrefundable $30 matriculation fee will be assessed if a student withdraws from the institution before the first class day. Classes of varying semester length may have a different refund policy. Please call the Admissions/Records Office for additional information. The “first class day” means the first class day as shown on the college calendar, not the first meeting of a particular class.

The refund policy applies even if no classes are ever attended. It is the responsibility of the student to officially withdraw through the Admissions/Records Office prior to the refund policy dates. No exceptions will be made.

THERE ARE NO CASH REFUNDS.

Refund checks are processed within two to four weeks.

► All refunds are made by mail to the address on file in the Admissions/Records Office.
► Refunds for tuition and fee payments made by Discover, MasterCard or Visa will be refunded by a check.
► “Stop Payment” orders do not cause classes to be dropped. Such orders also result in a $30 fee as with returned checks.

Refund only applies to tuition, fees and meals. See Business Office for Residence Hall refund policy.

TUTORING—Panola College is committed to enhancing student retention and success by providing tutoring to promote the educational and general development of its students in a positive environment. Come to the Student Success Office to sign up for tutoring.

TRANSFER LIMITATIONS—Be aware that limits exist on the number of lower division (freshman and sophomore) courses that Texas public universities accept in transfer. In many cases, the maximum number of lower division semester credit hours accepted in transfer is 66, although some universities may accept slightly more in special cases.
SCHEDULE OF EXAMINATIONS FOR FALL 2020

(All exams will be held at the scheduled time and place unless the appropriate instructional administrator approves a change).

<table>
<thead>
<tr>
<th>DATE</th>
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</tr>
<tr>
<td></td>
<td>01:00PM - 03:30PM</td>
<td>MW</td>
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</tr>
<tr>
<td></td>
<td>01:50PM - 03:10PM</td>
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<tr>
<td></td>
<td>03:30PM - 06:00PM</td>
<td>MW</td>
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<td>Classes</td>
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<td>TUESDAY</td>
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<td>TTH</td>
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</tr>
<tr>
<td>December 8</td>
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<td>Regular</td>
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<td>TTH</td>
<td>Regular</td>
</tr>
<tr>
<td></td>
<td>01:45PM - 03:05PM</td>
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</tr>
</tbody>
</table>

*Make-up exams

*Students should contact the instructor prior to Wednesday, December 2 regarding any make-up examination. Make-up exams are scheduled with individual instructors.

OFF-CAMPUS AND EVENING SCHOOL EXAMINATIONS:

- Wednesday night classes - Wednesday, December 2
- All other classes - first regular class meeting beginning on Monday, November 30

Consult your Instructor for any course times not stated
**RETURNED CHECKS**
All returned checks will result in a $30 charge. Insufficient checks must be settled in the Business Office within ten (10) days of notice to avoid further collection actions.

**REFUND POLICY**
Refer to each semester calendar in Dates to Remember

Contact the Admissions/Records Office for refund information for courses of varying lengths.

*Students who enroll and completely withdraw prior to the first class day will be charged a $30 matriculation fee.

**2020 NON-PAY VOID DATES**
Registration is **NOT COMPLETE** until the student is cleared by the Business Office. You may pay in full at the Panola College Business Office or through FACTS Deferred Billing Plan.

Refer to each semester calendar in Dates to Remember

Students who are voided for non-payment will be charged a $30.00 matriculation fee per voided registration.

**GUARD YOUR CARD!**
There is a $25 replacement fee for all lost or stolen Panola Cards. There is a $10 replacement fee for lost or stolen Panola ID badges.

**MASTERCARD / DISCOVER / VISA**
MasterCard, Discover or Visa will be accepted by the Business Office and the Panola College Store for payment of fees, registration charges, and books.
**ACADEMIC FRESH START**

An applicant for admission who is a Texas resident may seek to enter this institution pursuant to the Academic Fresh Start statute, Texas Education Code 51.929. If the applicant informs the Admissions/Records Office in writing for this election, the institution will not consider academic course credits OR grades earned by the applicant 10 or more years prior to the starting date of the semester in which the applicant seeks to enroll. An applicant who makes the election to apply under this statute may not receive any course credit for courses taken 10 or more years prior to enrollment.

**PLANNING TO GRADUATE?**

It is the responsibility of the student to make sure that all requirements for graduation have been met. In most instances the student must have a minimum of 60 semester hours with a "C" average (2.0 GPA) in all courses attempted. The student may come by the Admissions/Records Office and request a degree audit showing the courses that are incomplete, in progress, or complete. Graduation exercises are held twice a year at the end of the fall and spring semesters. Application for graduation can be made in the Admissions/Records Office. Students should refer to the Panola College General Catalog for more information.

**PANOLA COLLEGE SCHEDULE OF CLASSES**

Notice: The courses in this schedule will be taught as listed provided there are sufficient students enrolled in each section to justify the course offering. The scheduled time, room and instructor reflect the intentions of the College at the time this schedule is published and are subject to change. Complete course titles, prerequisites, co requisites and descriptions are found in the Panola College General Catalog.

How To Read This Schedule:

- MWF - Monday, Wednesday, Friday classes;
- MW - Monday, Wednesday classes;
- TR - Tuesday, Thursday classes;
- M - Monday only;
- T - Tuesday only;
- W - Wednesday only;
- R - Thursday only

<table>
<thead>
<tr>
<th>Course Prefix</th>
<th>Course Name</th>
<th>Section Number</th>
<th>Starting Time</th>
<th>Ending Time</th>
<th>Building</th>
<th>Room Number</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>ENGL 1301.101</td>
<td>COMPOSITION I</td>
<td></td>
<td>MWF</td>
<td>08:00AM</td>
<td>08:55AM</td>
<td>GUL 202</td>
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<td>MATH 1314.103</td>
<td>COLLEGE ALGEBRA</td>
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<td>TR</td>
<td>08:00AM</td>
<td>09:15AM</td>
<td>MON 1107</td>
<td>STAFF</td>
</tr>
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</table>
CHILD CARE ASSISTANCE FOR COLLEGE STUDENTS WITH CHILDREN

If you are currently enrolled in a career-technical program of study you may be eligible for our Child Care Assistance Program. Our Child Care Assistance Program assists with the costs and fees of day care or after school care for your children. This program is designed to help eligible students pay for child care services during the period of time school is in session.

The requirements for assistance include:

- Have a 2.0 grade point average and regular attendance
- Be a recipient of Federal Financial Aid
- A letter of acceptance from respective department (if applicable)
- Must be a Single Parent, Displaced Homemaker, Dislocated Worker, Homemaker, or Adult re-entering college

Panola College does not guarantee a continuation of the child care program from semester to semester and that assistance is subject to cancellation when funds are no longer available.

[SmarterMeasure](http://www.panola.edu) (formerly READI) is an assessment that measures learner readiness. SmarterMeasure is an indicator of the degree to which distance learning will be a good fit for you. It will help you prepare to be successful as a distance learning student. You are not penalized for guessing on SmarterMeasure, please enter an answer for each question on the assessment. Upon completion of SmarterMeasure you will receive a score report which will not only help you understand your strengths and opportunities for improvement, but will also provide resources to help you succeed. Remember, this assessment is strictly for your benefit. Take the time to rate yourself honestly. Follow the READI link at [www.panola.edu](http://www.panola.edu)
In keeping with the philosophy of making educational opportunities available to the community at large, Panola College provides a wide range of services both to individuals and organizations through its Workforce and Economic Development Division.

Various non-academic courses are open to interested persons without formal admission to the college. Generally, there are no entrance requirements.

- **Continuing Education Units (C.E.U.’s)** - While academic credit is not awarded for continuing education courses, many classes do carry Continuing Education Units (C.E.U.’s). The C.E.U. is a nationally recognized means of recording and accounting for continuing education activities. Contact the Workforce Division for information to arrange for courses for professional certification.

- **Co-Enrollment Courses** - Register for Panola College courses for NON-CREDIT through Workforce and Continuing Education. A Co-Enrollment course is a continuing education course which meets at the same time and place as an existing college credit course. It is important to remember that Co-Enrollment course enrollment is based upon space availability and where applicable appropriate assessment and counseling may be required.

- **ESL** - Learn to read, write, speak, and understand English by enrolling in ESL classes that are offered to all adults, ages 18 and older at no cost. ESL classes are also available at many sites in Harrison, Shelby, Marion and Panola Counties, as well as at the college.

- **Adult Basic Education (GED Instruction)** - Preparation for GED (General Education Development) is offered to all adults ages 18 and older at no cost. GED classes are available at many sites in Harrison, Shelby, Marion and Panola Counties, as well as the college.

- **Community Service** - Courses offered to the community to draw the general public into the life of the college community and to improve the social, physical and economic well-being of individuals in the community.

- **Contract Training** - Job-specific, customized training for business and industry in the Panola College service area. Training for both entry-level and seasoned employees can be arranged through the office of Workforce and Economic Development.

FOR MORE INFORMATION CONCERNING SERVICES AND COURSES OFFERED THROUGH WORKFORCE AND ECONOMIC DEVELOPMENT, CALL (903) 693-2067.
Panola College’s Residence Life program is aimed at giving single students a full collegiate experience. Campus life provides essential opportunities for personal growth, development, and education. It is designed to engage students in the learning process and achieving more of a sense of community.

Studies have shown that students who live on campus tend to have higher graduation rates, achieve greater academic success, are more involved in campus life, and tend to use campus resources more frequently than those not living near campus.

Our Residence Life program also offers a variety of concerts, lectures, theatre and athletic events. Panola College’s clubs and organizations give students an opportunity to broaden their minds, expand their knowledge, as well as social interaction.

A variety of student activities enables students to socialize with traditional and non-traditional students in a relaxed atmosphere.

To learn more about student housing, visit us online at www.panola.edu/student-services/residence-life.htm or call 903-693-1176.

**Package #1: Student Apartments**

These facilities are capable of housing 96 students total (32 in each facility) in double occupancy rooms with bathrooms for each bedroom and a sitting room for every two bedrooms. Each room has basic cable, wireless internet, a smoke detector, and a sprinkler system for fire safety. The sitting room in each apartment is yours to furnish and decorate. You and your roommates can use this multifunctional space as a study room or living room. This space allows you to give your residence a personal flare.

**Package #2: Sharp Hall Traditional Style Residence Hall**

This facility is capable of housing 86 students in double occupancy rooms with community bathrooms. There are RA’s on each floor and a full-time supervisor lives with the students. The lobby has cable television, computers, and vending machines. Each room has basic cable, wireless internet, a smoke detector, and a sprinkler system for fire safety. This is a coed building with men on the first floor and women on the second.

**Package #3: Bill O’Neal Hall**

This building is the same layout as the student apartments with a few featured upgrades. Each room will also have basic cable, wireless internet, a smoke detector, and a sprinkler system for fire safety. The sitting room in each apartment is yours to furnish and decorate. You and your roommates can use this multifunctional space as a study room or living room. This space allows you to give your residence a personal flare.
Panola College is an equal opportunity institution that provides educational and employment opportunities on the basis of merit and without discrimination because of race, color, religion, sex, age, national origin, veteran status, disability, or genetic information.

Do you have your Panola Card?

It is your student ID and a debit card for Business Office and Financial Aid funds.
Come to Charles C. Matthews Student Center 2nd floor to get your student ID.

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