



**PIERPONT COMMUNITY &
TECHNICAL COLLEGE**
Course Registration Guide

Registration Information	2
Advising.....	2
Priority Registration.....	2
Important Dates.....	2
Registration Procedures	2
Scheduling.....	3
Errors.....	4
Overrides.....	5
Dropping and Adding Courses.....	5
Withdrawing from the Term.....	6
Academic Procedures	6
Repeating a Course.....	6
Auditing a Course.....	7
Academic Standing.....	7
Grading.....	7
PR/NP Attendance Markers.....	8
Early Alert Grades.....	8
Midterm Grades.....	8
Final Grades.....	9
Enrollment and Degree Verifications	9
Registrar Appeals	9
Student Accounts	10
Mailing Address.....	10
Refund Policy	10
Financial Aid	11
Graduation	11
Degree Audits.....	12
Ceremony.....	12
General Information	12
IT Help.....	12
Campus Email.....	12
Contact.....	13
Building Codes.....	13

Registration Information

At the beginning of each semester or term (and within the designated time frame), all students are expected to complete registration through their ROAR account. Testing and Orientation programs are offered prior to each semester and all newly-admitted students are invited to attend.

Advising

Students are assigned academic advisors shortly after enrollment at Pierpont Community and Technical College; those students who are not ready to select a major upon entrance will be assigned the major "Liberal Studies, General" and will be given an advisor for career counseling purposes. Students wanting to change their major fields of study must fill out a change of major form; students will then be referred to their major departments to have a new advisor assigned. Students should discuss problems relating to degree requirements, pre-registration, registration, and withdrawals from course or college with their advisors and/or with Student Services.

Each semester, students must meet with their academic advisor and in order to schedule courses.

Priority Registration

Students registered with Disability Services receive priority scheduling for their courses. Students should contact their academic advisor for priority course pre-registration. For additional information contact the Office of Disability Services at (304) 534-7878 or consult the Disability Services web page at <http://pierpont.edu/current-students/student-services/disability-services>.

Students registered with the Office of Veterans Affairs will also receive priority registration. For additional information, please contact the Veteran Certifying Official in Student Services.

Important Dates

Please visit our website to view both the current and future Academic/Registrar's Calendars. This calendar will provide start and end dates for terms, refund dates, add/drop dates, holidays, and other important college events and deadlines. Students are responsible for abiding by the deadlines published on the Academic/Registrar's Calendar. The Final Exam Schedule may also be found online. You may find both calendars by using the following link, <https://www.pierpont.edu/calendar>.

Registration Procedures

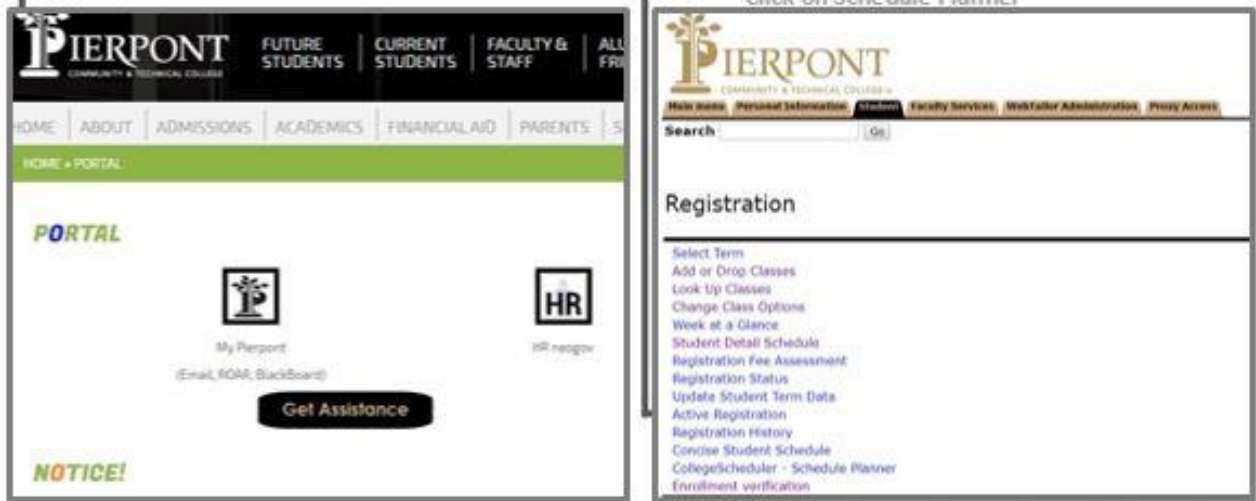
Please remember, you are responsible for your schedule. Every time you add or drop a course, be sure to review your schedule through your ROAR account to ensure you are registered for the correct courses. If you have any problems adding and/or dropping a course, or withdrawing from the term, contact Student Services immediately for assistance.

Scheduling

Schedule Planner is a tool that should be utilized to assist in creating your schedule for the term. Please follow the steps below to complete registration. Please note that courses in your shopping cart are not courses for which you have registered. You must still be sure to submit your schedule to be registered.

1 Log into ROAR
https://www.pierpont.edu/portal
Log In

2 Launch Schedule Planner
Click on Student Tab
Navigate to Student Records
Click on Schedule Planner



The image shows two screenshots of the Pierpont Community & Technical College website. The first screenshot shows the main portal with a 'Log In' button and a 'Get Assistance' button. The second screenshot shows the 'Registration' menu with options like 'Select Term', 'Add or Drop Classes', and 'Schedule Planner'.

3 ADD COURSES
To Take Next Term

4 ADD BREAKS
To Block Off Times
For No Class

5 GENERATE
All Possible Schedules

6 VIEW
To See Each Schedule

7 SEND TO SHOPPING CART
From the "View" Screen, Click the "Shopping Cart" Button to Begin Registration!



The image shows a computer monitor and a smartphone displaying the Schedule Planner interface. The monitor screen shows a list of courses and a 'Generate Schedules' button. The smartphone screen shows a 'Shopping Cart' button. Arrows point from the numbered steps to the corresponding elements on the screens.

Errors

While registering for courses, you may encounter restrictions that will prevent you from registering for courses. Listed below are some common restrictions and the correct way to fix them. If you have additional issues or concerns, please contact your Academic Advisor or Student Services for assistance.

You Are Not Permitted to Register: You are attempting to register for courses prior to your registration date. Please refer to the Academic/Registrar's Calendar for the correct registration date and try again at that time.

Student Status Prohibits Registration: You are not eligible to register and may need to be readmitted by Student Services. This error usually occurs when students are returning from an academic suspension period.

You May Not Add or Drop Due to Holds on Your Record: You currently have a hold that prevents registration. In your ROAR account, select Student Records and then View Holds for more information regarding the type of hold and the office to contact. Once the hold is released they may register for courses.

Pre-Requisite Error: You have not completed the pre-requisite for the course. The pre-requisite for all courses can be found in the current college catalog. In order to register for the course, you must obtain a permit from your academic advisor with approval from the instructor of the course.

Closed Section: The course is closed and has no more space available. In order to take the course, the student must obtain an override from the instructor of the course. If the course has a waitlist, you may register for the waitlist if available.

Time Conflict: You are attempting to register for two or more courses that have overlaps in time.

Field of Study Restriction: You are attempting to register for a course that is restricted to a specific major(s) which you are not currently enrolled. You may be permitted an override, or may change your major if incorrect. To change your major, you must complete a Change of Major form, have it signed by the department to which you are transferring into, and submit it to Student Services.

Instructor/Advisor Approval: You must contact the instructor of the course to receive approval. Once the instructor has agreed to allow you to take the course, s/he will complete an Override Form so that you may register.

Link Error: You are attempting to register for a course that is linked with another course (i.e., lab and lecture). You must register for both sections of the course at the same time.

Co-Requisite Error: You are attempting to register for a course that is linked with another course. These are courses which must be taken together during the same semester (ex. MTH 1207 and MTH 1207S). You must register for both courses at the same time.

Duplicate Course Error: You are attempting to register for two different sections of the same course. If attempting to register for two courses that have the same course number (i.e., 1199), you will only be able to register for one of the courses. To register for the other course(s), you must obtain a signed Override Form from the instructor of the course.

Maximum Hours Exceeded: You are attempting to register for more than 18 hours (15 hours if on academic probation). If you choose to register for more than 18 semester hours (up to 21 semester hours), you must be academically eligible (overall GPA of 3.0, and must have a 3.0 GPA from the previous term OR be enrolled in the last semester prior to graduation). A signed 'Overload Approval Form' from your Advisor and the Dean must be submitted to Student Services.

Overrides

All overrides (permits) will be entered online by the academic school that teaches the course you want to take. Please see your Academic Advisor in order to complete and Override Form. Your form will then be processed by the academic school or the Office of the Registrar.

Once the Override Form has been processed, you will be notified via campus email. You must then register for the course through your ROAR account. You will not be automatically registered.

Dropping and Adding Courses

Please remember that you only have a specific period of time to add and/or drop courses each term and part of term. These dates will be published on the Academic/Registrar's Calendar on the website.

To add courses through your ROAR account:

1. Select Registration on the Student Tab
2. Select Add or Drop Classes
3. Select the Term
4. Enter CRN's into the boxes provided
5. Click 'Submit'
6. Scroll down after adding courses to make sure the courses were added appropriately. If there was an error, it will be listed at the bottom of the page. For resolutions to these errors, please refer to the guidelines listed above.

To drop courses through your ROAR account:

1. Select Registration on the Student Tab
2. Select Add or Drop Classes
3. Select the Term
4. Select drop course from the drop down box under 'Action' for all courses you want to drop.
6. When finished with selections, click 'Submit Changes'.
7. BE SURE TO LOOK ON YOUR CONCISE STUDENT SCHEDULE TO VERIFY THE COURSE(S) HAVE BEEN DROPPED.
8. If you try to drop your last course, the system WILL NOT ALLOW YOU TO DO THIS. Dropping your last course is actually withdrawing from the Institution for the term. Refer to the section 'Withdrawing from the Institution' for more information.

Withdrawing from the Term

In order to withdraw from the term, you must contact the Office of the Registrar. Please be sure to email using your Pierpont Email address. You must provide your full name, and your Student ID number. You will receive an email notification when your request has been processed. Please note that if it is a weekend or holiday, your request will be processed upon our return. While the change will not take place immediately in your ROAR account, your withdrawal will be processed to reflect the date of your initial request in our system.

Academic Procedures

Repeating a Course

Pierpont Community & Technical College enforces Series 22 of the West Virginia Council for Community & Technical Education as follows:

If a student earns a grade of "D" or "F" (including failures due to regular and/or irregular withdrawal) in any course taken no later than the semester or summer term during which the student attempts the sixtieth semester hour, and if that student repeats this course prior to the receipt of a degree, the original grade shall be disregarded and the grade earned when the course is repeated shall be used in determining his/her grade point average. The original grade shall not be deleted from the student's record. Courses passed with a grade of "C" or better may not be legally repeated.

Grades for courses repeated more than once or repeats of courses attempted in semesters following the one in which the sixtieth hour was attempted will be used in determining grade point average.

Courses completed at Pierpont with a grade of "D" or "F" may be repeated at any recognized accredited higher institution, provided the course at the other institution is deemed an equivalent course by Pierpont and the above stipulations are met. Regularly enrolled students who complete work at another accredited institution must secure written permission from the registrar before attempting such coursework. The transfer grade policy will apply to these grades.

Students wishing to repeat a course must be issued a registration override in order to register for the course. Prior to attempting to register, please contact your academic advisor in order to complete the Override Form.

Auditing a Course

Students may be permitted to attend courses as auditors if they obtain written permission from their advisor and instructors in the courses they want to audit. No student who enrolls in any course as an auditor may, in the same semester, be considered as enrolled in the course for the purpose of obtaining credit. Auditors are required to complete the regular registration forms and pay regular fees.

Academic Standing

A student is deemed to be in Satisfactory Academic Standing when his/her cumulative grade point average, based upon coursework taken at Pierpont, is 2.0 or higher. A student is deemed to be in Unsatisfactory Academic Standing when his/her cumulative grade point average, based upon coursework taken at Pierpont, is below 2.0.

The status of Academic Probation is automatically applied to a student when the cumulative grade point average, based upon coursework at Pierpont, falls below 2.0. The status of Academic Probation will be removed only after the cumulative grade point average, based upon coursework taken at Pierpont, is 2.0 or higher. A student who is placed on academic probation may continue to enroll on a full-time basis but will be limited to 15 semester hours.

Academic Suspension occurs when a student's cumulative grade point average, based upon coursework taken at Pierpont, falls below the minimum required GPA in relation to the overall attempted institutional and transfer hours (listed below).

Credit Hours* GPA (Attempted hours at Pierpont plus transfer credits)

16-29	1.45
30-59	1.75
60+	2.00

A student placed on Academic Suspension will not be able to register for courses until the suspension has been lifted. Students on suspension will receive an error that reads "Student Status Prohibits Registration" when attempting to register. For suspension guidelines and our full policy, please reference the current academic catalog.

Grading

The following system of grading is used at Pierpont:

A - Superior.	Given only to students for exceptional performance.
B - Good.	Given for performance distinctly above average in quality.
C - Average.	Given for performance of average quality.
D - Below Average.	Lowest passing grade for most courses, performance of poor quality.
F - Failure.	Course must be repeated if credit is to be received.

I - Incomplete. A temporary grade given only when students have completed 75% or more of the course, but are unable to conclude because of unavoidable circumstance. Since 1975, the letter "I" has been omitted from the calculation of the grade point average for a period of one year following the issuance of the "I". For each letter "I", in a grade report to the School Dean, the instructor must submit a brief description of the course requirements not completed by the student. At the end of the one-year period, the instructor must submit a final grade. If not grade is submitted the "I" will be changed to an "F". "I"s have a negative effect on financial aid, and scholarships such as the Promise Scholarship.

Courses offered with a credit/no credit grade option will be recorded but will not be reflected in the quality point index or GPA calculation. Credit earned for courses numbered 1100 or greater may count toward graduation. Credit earned for developmental coursework does not count towards graduation.

The grade of "CR" means "C" or better has been earned for the course.

Two-Week Attendance Reporting

In order to be in compliance with the Department of Education Financial Aid regulations, all faculty members are required to report non-attendance by the end of the second week of courses for each term. Students who have failed to withdraw will be administratively removed from courses the following week in order to properly adjust Title IV funding. Students will receive a "grade" of 'PR' if marked present for the course, and 'NP' if reported as not present for the course.

Students who are removed from courses for attendance reporting will be notified via campus email, and given one week to be reinstated. To be reinstated, students must complete the Course Reinstatement Form which requires a signature from the instructor of each course dropped. Completed forms must be submitted to the Registrar or to Student Services in Hardway Hall.

Early Alert Grades

For full semester courses, Early Alert Grades will be given 4 weeks into the term. Students should be in contact with instructors to discuss deficit grades at this time to seek advice for improvement. Students may view Midterm Grades through ROAR by selecting Student Records, and Midterm Grades. Should you need additional academic support, please contact the Office of Student Success and Completion for assistance at memori.dobbs@pierpont.edu.

Midterm Grades

For full semester courses, Midterm Grades will be given 8 weeks into the term. Students should be in contact with instructors to discuss deficit grades at this time to seek advice for improvement. Students may view Midterm Grades through ROAR by selecting Student Records, and Midterm Grades. Should you need additional academic support, please contact the Office of Student Success and Completion for assistance at memori.dobbs@pierpont.edu.

Final Grades

Final Grades will be posted in ROAR by the Wednesday following Final Exams. To view your Final Grades, select Student Records and Final Grades. If you have missing grades, please contact the instructor of the course for information. If you wish to contest a grade, you may file an appeal with the Office of Academic Affairs by utilizing the Complaint Form found on our website at <https://www.pierpont.edu/faculty-staff/academic-administration/academic-affairs>.

Enrollment and Degree Verifications

The National Student Clearinghouse is our authorized agent for providing both degree and enrollment verifications. If an employer or background screening firm is requesting this information please send them to www.degreeverify.org.

Enrollment verifications are completed through your ROAR account. To access an enrollment verification:

1. Log into your ROAR account.
2. Select 'Student'
3. Select 'Registration'
4. Select 'Enrollment Verification'
5. Select the 'Request Pierpont enrollment verification for ...' button. Please note you will be redirected to the National Student Clearinghouse website to continue.
6. Select 'Obtain an enrollment certificate for either the current enrollment (default) or for all enrollment periods.'

Registrar Appeals

A Registrar's Appeal Form can be submitted by students who wish to appeal registration issues which may include add/drop dates, withdrawing, etc. Students should submit completed appeals to Student Services in Hardway Hall. The form should include any additional documentation such as e-mails or letters that may help us to evaluate the situation. The form may not be used to submit a Grade or Suspension Appeal. The form can be found on the website by using the following link <https://www.pierpont.edu/faculty-staff/academic-administration/registrar>.

Student Accounts

If you have an unpaid financial obligation on your account, you will not be able to add or drop courses. Once your hold has been lifted, you may not be able to access your online account until the next day. Do not wait until the last minute to pay your account.

To pay via check or credit card, please complete the following steps:

1. Log-in to your ROAR account.
2. Select the Student tab.
3. Select Registration.
4. Select Registration Fee and the term for which you are paying.
5. Select the Credit Card Payment link at the bottom of the page on the left. You can also use this link to pay via electronic check or debit card.

If you wish to pay via cash or check, please see Student Services located in Hardway Hall, or mail to – Pierpont C&TC, 1201 Locust Avenue, Fairmont WV 26554. Payment or payment arrangements must be made by midnight the day before courses begin or you could incur a \$50.00 late payment fee.

Updating Mailing Address

It is very important to keep your mailing address updated as information including refund checks are sent to your mailing address on file. You may change your address by completing a Change of Name and/or Address form which can be submitted to Student Services in 248 Hardway Hall, via email to studentservices@pierpont.edu, or by fax to 304-367-4881.

Refund Policy

Students who withdraw from all courses shall receive a refund of fees, excluding special fees, in accordance with the following schedule. Refunds are determined from the first day of the school term. The student's official withdrawal date is certified by the Student/Enrollment Services. Students who have paid in advance and cancel schedules prior to registration day will receive full refunds.

Students who do not officially withdraw from all courses after Late Registration (add/drop week) will not be eligible for any refund of tuition and fees. A withdrawal fee may be charged, not to exceed 5% of the total student fees charged for the term may be charged, or \$100.00 whichever is less. Return of Title IV funds may reduce the tuition and fee refund resulting in the student owing a balance to the institution. The institution is responsible for notifying the student and recovering the funds.

Semester Terms

Complete withdrawal during first and second weeks 90% Refund
Complete withdrawal during third and fourth weeks 75% Refund
Complete withdrawal during fifth and eighth weeks 50% Refund
Complete withdrawal after the eighth week No Refund

Eight-Week Term

Complete withdrawal during the first week 90% Refund

Complete withdrawal during the second week 75% Refund

Complete withdrawal during the third and fourth weeks 50% Refund

Complete withdrawal after the fourth week No Refund

Summer Terms

Complete withdrawal during the first three days of courses 90% Refund

Complete withdrawal during the fourth through fifth day of courses 75% Refund

Complete withdrawal during the sixth through tenth day of courses 50% Refund

Complete withdrawal after the tenth day of courses No Refund

Financial Aid

Financial aid in the form of scholarships, grants, loans, and employment is available to students who need assistance in meeting their higher education expenses. All funds are administered by the Financial Aid and Scholarships Department in compliance with federal, state, and institutional guidelines.

- Grants – Federal and State Grants are available and generally do not have to be paid back. Completion of the Free Application for Federal Student Aid (FAFSA) is necessary to determine eligibility for these grants.

- Scholarships – Scholarships are awarded based on need, merit and talent. Students may receive scholarships from Private Sources, federal and State Funds, or from the Foundation. Most scholarships do not need paid back. Most scholarships don't require an application.

- Loans – Student loans are available from the Federal Government and private sources. Federal Government loans are available to all students who complete the FAFSA. Students who accept Federal Government loans are required to complete loan counseling and sign a Master

Promissory Note. Private loans are based on credit-worthiness and generally require a co-signer. Loans require repayment.

- Work Programs – Student Worker positions are available at Pierpont.

For more information, please reference the current academic catalog, or contact Financial Aid via email at financialaid@pierpont.edu or in person by visiting our Locust Avenue location on the second floor of Hardway Hall.

Graduation

All students planning to graduate must apply for graduation. If you are planning to graduate with multiple degrees or certificates, you must apply for each individually. Graduation applications may be completed online through ROAR. If you are denied a degree for the term in which you have applied, you must reapply for the term in which you will have completed your required coursework.

Graduation Date.....	Application Deadline
May.....	February 1
August.....	June 1
December.....	September 1

Degree Audits

Degree audits must be completed during the semester prior to your final semester where you plan to graduate. The purpose of the degree audit is to ensure that you will have completed all coursework necessary to obtain your degree prior to your final scheduling session.

Appointments may be requested by contacting your Academic Advisor who will put you in touch with your Dean. Please provide your name, student ID number, catalog year, graduation term, and telephone number. All degree audit appointments, information, and updates will be communicated through your Pierpont email address.

Ceremony

Pierpont currently hosts one ceremony in May for students graduating in the spring, and includes those who have graduated in August or December in the year prior. Students who have applied for graduation by the deadline, or have graduated and are eligible to attend will receive information regarding the ceremony via mail in February. This will include a Reader's Card which must be submitted to Student Services in Hardway Hall 248 for all who will be walking in the ceremony.

For additional information, please visit our website, pierpont.edu/graduation.

General Information

IT Helpdesk

The IT Help Desk is located in Room 104 of Colebank Hall and offers a variety of services specific to the student community enrolled at Pierpont Community & Technical College. From our Help Desk, we offer telephone, walk-in, and live chat support to assist the campus during regular business hours (8 a.m. to 4 p.m.). To reach us, call (304) 333-3731 or e-mail HELP@pierpont.edu. When e-mailing the helpdesk please be sure to include your name and contact information in the body of your message.

The Help Desk staff can help remove malware from your personally owned computers, assist getting your devices (computers as well as tablets and smartphones) connected to our network, and offer many other services.

Campus Email

The Pierpont e-mail address assigned to a student will serve as the official email address used by the institution for all correspondence including invoices, financial aid notifications, and information from the

Student Services Center. The Admissions Office will send an official admission letter informing students of their email account and username, and how to activate the username and email account. The Admissions Office will also formally notify students of the institution's policies regarding the use of Pierpont email for all major institutional correspondence. No other email addresses will be included when emails are sent. The parent email address will be collected at orientation for new students and the first invoice will be sent to those addresses in addition to the student's address.

Please check your campus email address frequently as important information will be sent to you from offices within Student Services. If you need assistance in setting up your campus email address, please contact the IT Help Desk at help@pierpont.edu or by dialing 304-333-3731.

Contact Information

Student Services is located in Hardway Hall on the Fairmont Campus located at 1201 Locust Avenue, Fairmont WV, 26554. You may contact us by dialing (304) 367-4907, or by emailing studentservices@pierpont.edu. Most offices at our various locations are open from 8:00am through 4:00pm Monday through Friday. For holiday closings, please reference the Academic & Registrar's Calendar on our website.

Building Codes

Campus	Building	Code	
Fairmont	Colebank Hall	CH	
	Education Building	ED	
	Engineering Technology	ET	
	Falcon Center	FAL	
	Feaster Center	FC	
	Hardway Hall	HB	
	Hunt Haught Hall	HH	
	Jaynes Hall	JH	
	Turley Student Services Center	TC	
	Wallman Hall	WH	
	Virtual (Online)	V	
	Off Campus	Advanced Technology Center	ATC
		Braxton County	BX
Byrd Aviation Center		MT	
Gaston Caperton Center		CC	
Lewis County		LW	
Mon County Technical Center		MV	
United Technical Center		UTC	
West Virginia University	WVU		