

## Part 4 - Registration

Welcome to the registration portion of your online orientation. Before you register, you'll need to obtain your Student ID, which you'll use to set up your Palo Verde College Services online account.

With PVC Services, you'll be able to register and pay for your classes, check your grades, review your financial aid information, and view and print an unofficial transcript.

If you have met with a counselor to develop an Education Plan, you may be eligible for Priority Registration, which will help ensure that you are able to get into all of the classes you need before they fill up. This system ensures that students who are making progress towards their goals are rewarded for their efforts. Students who complete Orientation, Assessment, and the Ed Plan will be eligible to apply for Priority Registration Status. To maintain this status, you must maintain a GPA of at least 2.0 and finish at least 50% of the courses you enroll in each term. Priority Registration is also ONLY for students with less than 100 accumulated units.

Don't forget to refer to the Educational Plan you developed with your counselor while you're registering for your classes to make sure you're staying on track for your goals. Make sure you are familiar with your prerequisites and co-requisites. A prerequisite is a course, license, assessment, or process that must be completed before you can enroll in the course to which it is attached. For example, before you can take MATH 105, you must first complete MATH 101. MATH 101 is a prerequisite to MATH 105.

A co-requisite is a course that must be taken at the same time as another companion course. For example, BIO LAB must be taken during the same term as BIO 101. These are co-requisite classes. Make sure to budget your time wisely when choosing your course schedule. Each course has a unit value based on the number of class hours per week. For example, in a 3-unit course, you will spend 3 hours in that class every week. It is also expected that each unit will require about 2 hours per week of homework or studying outside of the classroom. So what does this look like?

Let's say you take 12 units during a semester. You will spend 12 hours per week in your classes, and between 24-36 hours per week studying and doing homework. Consider carefully the amount you take on when registering for your classes. It's not uncommon for new students to take on more than they can handle and find themselves overwhelmed.

We recommend that you don't wait to take your foundational classes, like English, Reading, and Math. There will be a number of exciting courses that you'll want to get to right away, but P.V. College's most successful students take their ENG, READING, and MATH classes first. These courses help you gain critical thinking skills that are necessary to make you a successful learner in all of your other courses.

There are 4 types of instruction to be aware of that will classify the different courses. Face to Face courses is the traditional classroom setting you're accustomed to, with an assigned room and meeting time. PVC offers classes in multiple cities, so make sure you know the location of your classes.

I-TV, or Interactive TV, is a course that will take place in

2 assigned classrooms at one time. The class instructor may be at either location, and their lecture is broadcasted simultaneously through a TV to the other classroom. Students from Blythe or Needles may register for these classes.

Correspondence classes are courses taken separately from a classroom setting and instructor. You will receive your materials, exercises, and exams from the Correspondence Office, through the mail, or by email, and then return them once you're finished for grading and credit. Correspondence courses are typically self-paced, but there are nearly always deadlines that you'll need to adhere to.

The last class setting you'll find are the online courses. All materials, lessons, and exams take place on the web through a service called 'The Bridge' on the PVC website.

Once you've registered for your classes, be sure to submit your tuition fees. If you have an outstanding balance, you won't be able to register for the next term or obtain an official transcript until the balance is paid in full.

Once you know what classes you'll be taking, you'll want to get your textbooks. You can rent or purchase your required texts for each course at the PVC Virtual Bookstore on the PVC website. If you'd like, check back at the end of the term to see if any of your books can be sold back through the college website.

As always, just contact one of your counselors if you have any questions about your courses or registration.