

## Academic Standards and Practices Handbook

### **Enrollment**

1. Degree Seeking students enrolling in credit courses at Portland Community College for the first time will be expected to complete the admissions process
2. Students, new to college, enrolling for a certificate, degree, or diploma will complete an orientation designed specifically for new students and complete an assessment of their basic skills before they register. Orientation is optional for students with prior college experience.
3. All students will be strongly encouraged to use the services of the Academic Advising Centers.
4. Students performing below requisite skill levels in areas such as reading, writing, math and computer literacy, will be advised to enroll in courses to upgrade their skills,
5. Students must meet prerequisites for course and programs, as required.
6. Students may not enroll in courses with concurrent or overlapping meeting times. Exceptions may be granted only after approval by the instructor, departmental chair or division dean. Time conflict overrides are processed by the registration office.

Approved: May 2007