What do I need to do before the quarter starts?

One month before the quarter starts:

✓ **Arrange for tuition and fees to be paid!**
Go to www.pencol.edu and choose the **Financial** menu at the top banner. Choose *Payment Options.* You can also visit the Front Desk in Student Services. If you have financial aid, scholarships, or VA benefits, please make sure that these are in place and will be covering your tuition. You will be dropped from your classes if you don't arrange for tuition by the due date. Financial aid refunds are sent, after tuition is deducted, on the last business day before the quarter begins.

✓ **Purchase your course materials!**
Go to www.pencol.edu and choose the *Services* menu at the top banner. Choose *Bookaneer Bookstore*. Use your class schedule to find the right section and course number. You can order your books online, or go to the bookstore in the PUB.

✓ **Take a campus tour!**
Sign up for a tour with the PC Student Ambassadors, which are linked on the home page at www.pencol.edu. If you can't find a convenient tour time, use the campus map to walk around campus and make sure you are familiar with the buildings and where your classes will be held.

The day before the quarter starts:

✓ **Print your class schedule!**
Go the www.pencol.edu and click on the green **Student Center**. Click on **My Information**. Choose **View Class Schedule**. Enter your SID and your GLOBAL PIN (or birthday, mmddyy)

The first day of the quarter:

✓ **Arrive early!**
Give yourself plenty of time to find parking, find your building and get in your classroom.

✓ **Read the class syllabus!**
This is the plan for your class, and it will explain the objectives and expectations for the course, the course materials, the assignments and due dates, how to communicate with the instructor, etc. You need to read it carefully to understand what to expect throughout the quarter.

✓ **Get your PC photo ID card!**
These are offered in the first week by the Associated Student Government (ASC) and Student Services. Watch for messages on the reader boards around campus and on www.pencol.edu for the best time to get your PC photo ID.

✓ **Get a parking permit or a bus pass!**
You can get a parking permit in the PUB in the Campus Safety office. You can get a bus pass at the Student Services Front Desk with your photo ID card.

QUESTIONS? 360-417-6340 or studentservices@pencol.edu