

# Admission and Registration Procedures

## **Admission Procedures**

Procedures for admission are published on our website at [pencol.edu](http://pencol.edu). Pirate Central, our student services hub for many of your services, can be reached at (360) 417-6340 for questions.

Official transcripts from each college you have attended must be mailed or sent electronically through verifiable means to Pirate Central for consideration of transfer credit. It is your responsibility to contact other schools and request that transcripts and testing scores be forwarded in a timely manner. All transcripts become the property of the college.

Prior to the quarter applied for, Pirate Central will notify each new applicant who has completed the admissions process about times for placement testing, orientation, and advising. Only after those steps are completed may you register for classes. For more information, email Pirate Central at [SServices@pencol.edu](mailto:SServices@pencol.edu) or call (360) 417-6340.

## **Registration Procedures**

Check the College website at [pencol.edu](http://pencol.edu) for the searchable quarterly schedule of courses and details on the process to register in classes each quarter.

The College gives priority registration to veterans and continuing degree- and certificate-seeking students with the most credits. This allows those most in need of specific courses for graduation to have the best opportunity to add required classes. You may register in the time period assigned to you or any time thereafter up to the last date of registration for a given quarter.

Note that you are not guaranteed enrollment in any specific course or program, so the earlier you register for your classes, the better your odds of adding the courses you need.

Continuing degree- or certificate-seeking students can view their registration appointment times for the next quarter through the online student portal. Before registration starts, there is a period for mandatory advising each quarter. Mandatory advising is designed to help students achieve their training and education goals as quickly and efficiently as possible.

Note that you must be officially enrolled by the second day of the quarter to attend your classes.

Under the Washington Administration Code (WAC 131-12-010) and the policies of the State Board for Community and Technical Colleges, the College reserves the right to deny admission to, or cancel the registration of, any individual whose enrollment is inconsistent with the best interests of the student, other students, or the established policies of Peninsula College.