

# **Pennsylvania College of Technology**

## **Policy Statement**

**Title:** Academic Scheduling

**Number:** P 4.57

**Approved by:**  
Presidential Action

**Approved Date:** 10/2014  
**Implementation Date:** 10/2014  
**Last Review Date:** 07/2025  
**Last Revision Date:** 07/2025

**Persons/Departments Affected:**

All students, Hudock Center for Academic Excellence, Registrar's Office, Academic Schools, Admissions Office, all academic advisors

**Responsible Department:**

Registrar's Office

**Definitions:**

Current student – All currently enrolled Penn College undergraduate students who are expected to return in the subsequent semester (spring or fall) without a break in enrolled status.

New student – A student who has no prior postsecondary experience attending any institution for the first time at the undergraduate level. This includes students enrolled in academic or occupational programs. It also includes students enrolled in the fall term who attend college for the first time in the prior summer term, and students who enter with advanced standing (college credits earned before graduation from high school).

Non-degree students – Students who take a specific course or courses without the intention of enrolling in an academic program of study.

Transfer student – An undergraduate student entering the reporting institution for the first time but are known to have previously attended a postsecondary institution, and does not meet the rules for a new classification. The student may transfer with or without credits.

Reenrolled student – An undergraduate student who has previously attended Penn College and had a break in enrolled status (excluding summer term). This student either voluntarily withdrew or was suspended, dismissed or expelled; and now has returned to Penn College enrolled in an undergraduate-level program.

Graduate student – All currently enrolled Penn College students enrolled in a graduate-level program who are expected to return in the subsequent semester (spring or fall) without a break in enrollment.

Graduate Reenroll – A graduate student who has previously attended Penn College and had a break in enrolled status (excluding summer term). This student either voluntarily

withdrew or was suspended, dismissed or expelled; and now has returned to Penn College enrolled in a graduate-level program.

Priority Scheduling – Early scheduling period (up to two hours prior to regular scheduling period) provided to specific populations of students. Each student population approved for priority scheduling is assigned a specific start time within the early scheduling period.

Enrollment: major(s) that a student has enrolled in.

Students eligible for priority scheduling:

- Contracted ROTC Cadets - students who are enrolled in the institution and have signed their ROTC contracts prior to the semester being scheduled. Eligibility for priority scheduling ensures that students are able to schedule their in-person ROTC courses without conflict of other major courses.
- Distance Learning – students enrolled in distance learning majors.
- Student Tour Guides - student leaders who work in the Admissions Office and promote Penn College to prospective students and their families, guests, alumni, industry partners, and friends of the College. Eligibility for priority scheduling ensures that student tour guides can be available to assist with daily tours and recruitment initiatives for the Admissions Office.
- Student Athletes - students who are enrolled at the institution and are participating on intercollegiate teams during the semester being scheduled. Eligibility for priority scheduling ensures that classes and labs are scheduled to minimize loss of instructional time for practice and competition purposes.
- Student Government Association Executive Board Members – Student Government Association (SGA) Executive Board members represent students in all program areas and degree programs and serve as liaisons between Penn College students and administration. Eligibility for priority scheduling ensures that board members' class schedules do not conflict with SGA meetings and other meetings with College Governance and administration.
- Students with Disabilities - students who are registered with the Disability and Access Resources Office. Eligibility for priority scheduling is based on the nature of the disability and the student's functional limitations, as assessed by Disability and Access Resources staff.
- Trade Adjustment Act (TAA) Students – students who are under contract with the Department of Labor and Industry through CareerLink are enrolled as part of the federal retraining program. Upon enrollment, these students are bound to a contract that explicitly outlines their degree requirements, including total number

of credits and ‘total training weeks.’ Any deviation from the contract results in termination of that contract, and students may lose tuition benefits, living benefits, or both. Eligibility for priority scheduling ensures that TAA students can meet the requirements of their contracts.

- Veteran Students - students registered with the Veterans Affairs Office who have served or are currently serving in the United States Armed Forces, including a reserve component or National Guard, and were discharged or released from such service under conditions other than dishonorable. Veteran status also includes students who are the dependents or spouses of Veterans and are qualified to receive educational benefits from the United States Department of Veterans Affairs under Title 38 Code of Federal Regulations – Sections 21. Eligibility for priority scheduling is based on Act 46 of 2014, which requires public institutions of higher education in Pennsylvania to provide Veteran students, as defined in the Act, with preference in course scheduling. Non-compliance may be reported to the Pennsylvania Department of Education by submitting the Higher Education Student Complaint form found at <https://www.pa.gov/agencies/education/programs-and-services/instruction/postsecondary-and-adult-education/students-complaints.html>.

**Policy:**

- I. The goal of the academic scheduling process is to maximize the probability that all students will receive a schedule of courses designed to move them toward graduation in a timely manner.
- II. New students and transfer students are scheduled for their first semester, upon satisfying placement requirements (Undergraduate Admissions Policy, [P4.06](#)) by the Hudock Center for Academic Excellence or the academic school offices.
- III. Reenrolled students are scheduled by their respective academic school offices.
- IV. Eligible current students follow the established College processes, identified each semester by the Registrar’s Office, to schedule through the Student Portal.
  - A. Students who are funded by TAA may not schedule via the Student Portal. TAA students are scheduled by staff in the Hudock Center for Academic Excellence.
- V. Non-degree students are scheduled by staff in academic school offices or other appropriate offices. The Undergraduate Non-Degree Status Policy, [P4.09](#), and Procedure, [PR4.09](#), provide additional guidance for Non-degree students.
- VI. Students’ scheduling times are based on the number of completed graduation credits, giving students who are closer to graduation first opportunity at available courses.

- VII. Priority scheduling is approved for defined student populations by President's Council.
- VIII. Scheduling guidelines, as identified by the Registrar's Office, apply to all scheduling populations. Scheduling guidelines can be found on the Registrar Office's portal site.
- IX. The College reserves the right to cancel courses or change course days, times, modality, and locations due to enrollment changes and unforeseeable changes in instructor availability. Students will be notified via their student e-mail accounts when such a change occurs that impacts their schedule.

**Revision History:**

Date: 07/2025 Updated to reflect changes in terminology due to student information system conversion; updated office title to Hudock Center for Academic Excellence; updated to reflect TAA students are now supported by Hudock Center.

Date: 02/2022 Changes made to name of Disability and Access Resources department.

Date: 10/2020 Added definition of graduate student classifications; revised language in existing classifications; added contracted ROTC cadets as eligible for priority scheduling; added Admissions Office as a department affected; added cross reference to Non-Degree Status Policy and Procedure.

Date: 4/2020 Modified non-degree scheduling information to indicate academic school scheduling; office name change

Date: 10/2014 Codifying current scheduling processes; implemented priority scheduling for veterans

**Cross References:**

Undergraduate Admissions Policy, [P4.06](#)

Academic Scheduling Procedure, [PR4.57](#)

Undergraduate Non-Degree Status Policy and Procedure, [P4.09](#) and [PR4.09](#)