## Important Dates

<table>
<thead>
<tr>
<th>Registration begins:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter Term</td>
<td>November 6, 2013</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>November 6, 2013</td>
</tr>
<tr>
<td>Spring 1st 8-Week Session</td>
<td>November 6, 2013</td>
</tr>
<tr>
<td>Spring Flex (2nd 8-Week Session)</td>
<td>February 12, 2014</td>
</tr>
<tr>
<td>May Term</td>
<td>April 7, 2014</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Start/End Dates</th>
<th>Start</th>
<th>End</th>
<th>Refund/drop Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>100%</td>
</tr>
<tr>
<td>Winter Term</td>
<td>Dec. 12</td>
<td>Jan. 3</td>
<td>Dec. 11</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>Jan. 13</td>
<td>May 8</td>
<td>Jan. 12</td>
</tr>
<tr>
<td>1st 8-Week Session</td>
<td>Jan. 13</td>
<td>Mar. 7</td>
<td>Jan. 12</td>
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<tr>
<td>2nd 8-Week Session</td>
<td>Mar. 17</td>
<td>May 8</td>
<td>Mar. 16</td>
</tr>
<tr>
<td>May Term</td>
<td>May 12</td>
<td>May 30</td>
<td>May 11</td>
</tr>
</tbody>
</table>

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**Do you have your Panola Card?**

It is your student ID and a debit card for Business Office and Financial Aid funds. Come by Student Success to get your student ID.
New Registration Guide for Spring 2014

In an effort to help our students complete their respective Certificate, Associate of Applied Science and/or Associate of Arts in Teaching degree in a timely manner, students with the following majors will be required to visit with an advisor/faculty member.

Students with the following majors will need to schedule an appointment with an advisor/faculty member before registering:

<table>
<thead>
<tr>
<th>General Business</th>
<th>Emergency Medical Technology</th>
<th>Clinical/Medical Lab Technician</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Information Technology</td>
<td>Health Information Technology</td>
<td>Office Professional</td>
</tr>
<tr>
<td>Cosmetology</td>
<td>Industrial Technology</td>
<td>Occupational Therapy</td>
</tr>
<tr>
<td>Education</td>
<td>Clinical/Medical Assistant</td>
<td>Petroleum Technology</td>
</tr>
<tr>
<td>Welding</td>
<td>Also, any student requiring developmental coursework (not passing any/all part of the Texas Success Initiative) will need to visit an advisor/faculty member to register.</td>
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</tbody>
</table>

All students are encouraged to visit with an advisor/faculty member at any time concerning their course of study.

NON-PAY VOID DATES

REGISTRATION IS NOT COMPLETE until the student is cleared by the Business Office. You may pay in full at the Panola College Business Office or through FACTS Deferred Billing Plan.

Non-payment void dates for:

Spring Semester 2014:
- December 13, 2013
- January 8, 2014
- Every 48 hours after January 8, 2014

Students who are voided for non-payment will be charged a $30.00 matriculation fee per voided registration.

BACTERIAL MENINGITIS VACCINATIONS ARE REQUIRED FOR ALL ENTERING STUDENTS UNDER THE AGE OF

See page 17 & 18 for details.

IMPORTANT CAMPUS TELEPHONE NUMBERS

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<tr>
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<tr>
<td>Business Office ...................... 903-693-2082</td>
<td>Housing ............................................. 903-693-1176</td>
</tr>
<tr>
<td>Campus Police ........................ 903-693-1112</td>
<td>Library ............................................. 903-693-2052</td>
</tr>
<tr>
<td>Alternate Campus Police #’s ...1111 or 1114</td>
<td>Marshall College Center .......................... 903-935-5039</td>
</tr>
<tr>
<td>College Store .......................... 903-693-2019</td>
<td>Office of the President .......................... 903-693-1142</td>
</tr>
<tr>
<td>Continuing Education .............. 903-693-2067</td>
<td>Shelby College Center .......................... 936-598-9543</td>
</tr>
<tr>
<td>Counseling/Testing .................. 903-693-2036</td>
<td>Shelby Regional Training Center ........ 936-591-9075</td>
</tr>
<tr>
<td>Disability Services ................. 903-693-1123</td>
<td>Student Success Center ...................... 903-693-2077</td>
</tr>
<tr>
<td>Distance Education .................. 903-693-2004</td>
<td>V.P. of Instruction .................................. 903-693-2033</td>
</tr>
<tr>
<td>Division of Applied Studies ....... 903-693-1186</td>
<td>V.P. of Student Services ....................... 903-693-2034</td>
</tr>
</tbody>
</table>
DATES TO REMEMBER

WINTER TERM 2013

Nov. 6 ......................... Online Registration for Winter Term Begins
Dec. 11 ....................... Online Registration for Winter Term Ends
Dec. 11 ....................... Last Day to Receive 100% Refund
Dec. 12 ....................... WINTER TERM 2013 BEGINS
Dec. 13 ....................... Official Reporting Date
Dec. 16 ....................... Last Day to Receive 70% Refund
Dec. 17 ....................... Last Day to Receive 25% Refund
Dec. 27 ....................... Last day to Withdraw with a “W”
Jan. 3 ......................... WINTER TERM 2013 ENDS

MAY TERM 2014

April 7 ......................... Online Registration for May Term
May 11 ......................... Registration for May Term Ends
May 11 ......................... Last Day to Receive 100% Refund
May 12 ......................... May Term begins
May 13 ......................... Official Reporting Date
May 14 ......................... Last Day to Receive 70% Refund
May 15 ......................... Last Day to Receive 25% Refund
May 26 ......................... Holiday: Memorial Day
May 27 ......................... Last Day to Withdraw with “W”
May 30 ......................... May Term ends
DATES TO REMEMBER

SPRING SEMESTER 2014

Nov. 6 ......................... Mentoring & Advising Begin
Mentoring/Advising info: www.panola.edu \ Student Success \ Guidance Advisors \ Advisors by Program
Nov. 6 ......................... Online Registration for Spring and Winter Term Begins
Jan. 2 ......................... Offices Open
Jan. 6 ......................... Faculty Returns
Jan. 12 ...... 2:00 p.m. ..... Residence Halls Open
Jan. 12 ......................... Online Registration for Spring 2014 Ends
Jan. 12 ......................... Last Day to Receive 100% Refund
Jan. 13 ......................... Spring 2014 Classes Begin - Late Registration/Schedule Changes Begin - All Campus Sites ($30 Fee)
Jan. 16 ......................... Registration for Spring 2014 Ends
Jan. 20 ......................... Holiday: Martin Luther King, Jr. Day
Jan. 29 ......................... Official Reporting Date
Feb. 3 ......................... Last Day to Receive 70% Refund
Feb. 10 ......................... Last Day to Receive 25% Refund
March 3-7 ....................... Mid-Semester Week
March 7...... 9:00 a.m. ..... All Mid-Semester Grades Posted
March 7...... 2:00 p.m. ..... Residence Halls Close
March 10-14 ................. Spring Break (College Closed)
March 16 ..... 2:00 p.m. ..... Residence Halls Open
March 17 ....................... Classes Resume
April 11 ....................... Last Day to Withdraw with “W”
April 18 ....................... Holiday: Good Friday
May 5-8 ......................... Final Exams and Textbook “Buy Back”
May 8 ......................... SPRING 2014 SEMESTER ENDS
May 8 ........ 4:00 p.m. ..... Residence Halls Close
May 9 ........ 7:00 p.m. ..... Commencement
8-WEEK SPRING 2014 SESSIONS

SPRING 1ST 8-WEEK SESSION

Jan. 12 ...................... Last Day to Receive 100% Refund
Jan. 13 ...................... 1st 8 Week Spring Session Begins
Jan. 16 ...................... Registration 1st 8 Week Spring Flex Session Ends
Jan. 20 ...................... Holiday: Martin Luther King, Jr. Day
Jan. 21 ...................... Official Reporting Date
Jan. 23 ...................... Last Day to Receive 70% Refund
Jan. 27 ...................... Last Day to Receive 25% Refund
Feb. 21 ...................... Last Day to Withdraw with “W”
March 7 ...................... 1st Spring 8 Week Session Ends
March 10-14 .............. Spring Break (College Closed)

SPRING FLEX (2ND 8-WEEK SESSION)

Feb. 12 ...................... Online Registration for 2nd 8 Week Spring Flex Session Opens
March 17 ...................... 2nd 8 Week Spring Flex Session Begins
March 20 ...................... Registration for 2nd 8 Week Spring Flex Session Ends
March 24 ...................... Official Reporting Date
March 26 ...................... Last Day to Receive 70% Refund
March 28 ...................... Last Day to Receive 25% Refund
April 18 ...................... Holiday: Good Friday
April 25 ...................... Last Day to Withdraw with “W”
May 8 ...................... 2nd 8 Week Spring Flex Session Ends
REGISTRATION INFORMATION

Departmental advising is required prior to registering for some career/technical programs of study. Refer to the Career/Technical Education section of the catalog for special admission requirements. You can access the catalog online at www.panola.edu for more information.

- **High School Early Admission Students** — Call Admissions/Records for designated registration times at (903) 693-2038.
- **First-Time College Students** — Call (903) 693-2038 to schedule a registration time.
- **Attention Returning Students** — Returning college students should register online. Returning students who need registration assistance should contact their advisor or faculty mentor during regular office hours. For a complete list of faculty mentors go to www.panola.edu/student-success/advising/ and select “Review our Advisor List by Program” under “program specific Advice.”
- New students must be admitted to the college before attempting to register (See Admission Requirements on page 9). Students who have not met TSI requirements (see page 10) should refer to their individual TSI plan for remedial course requirements.
- Students who need help with course requirements and/or course selections should see an advisor or mentor. For a list of advisors go to www.panola.edu/student-success/advising/
- Degree audits are available online to aid students in course selection.
- Potential financial aid recipients must contact the Financial Aid Office located in the Administration Building prior to registration.
- Students should read all information posted upon entry to the online registration site (Campus Connect).
- After courses have been selected, students should go to account status (Campus Connect) for payment/account information. Be sure to print a copy of your schedule.
- Registration is not complete until the student has been cleared by the Business Office. See Campus Connect account status for payment information.

REGISTER ONLINE

All Panola College students are assigned Student IDs and PIN numbers which allow access to Campus Connect Online Services. If you are a new Panola College student, your student ID and PIN number are assigned at the time of admission.

ONLINE REGISTRATION will be available:

2013 Winter Session — Nov. 6 thru Dec. 11
2014 Spring Semester — Nov. 6 thru Jan. 12
2014 Spring 1st 8-Week Session — Nov. 6 thru Jan. 12
2014 Spring Flex 2nd 8-Week Session — Feb. 12 thru Mar. 16
2014 May Term — April 7 thru May 11
Panola College is committed to enhancing student retention and success by providing tutoring to promote the educational and general development of its students in a positive environment. Come to the Student Success Office to sign up for tutoring.

Transfer Limitations—Be aware that limits exist on the number of lower division (freshman and sophomore) courses that Texas public universities accept in transfer. In many cases, the maximum number of lower division semester credit hours accepted in transfer is 66, although some universities may accept slightly more in special cases.

Procedure for Withdrawing from Courses
A student may initiate a withdrawal from a class and will receive a grade of "W". See current semester calendar for withdrawal dates. Terms and special sessions of varying semester length will have different withdrawal dates. (Please call the Admissions/Records Office for additional information.) Withdrawals become official as of the date the withdrawal form is returned to the Admissions/Records Office. All schedule changes or withdrawals from class must be approved in order to become official.

Procedures and forms for schedule changes and withdrawals from class may be secured from the Admissions and Records Office in the Martha Miller Administration Building.

Please read about SB1231 (6 course drop rule) on the next page before withdrawing from a class.
**THINK BEFORE YOU DROP!**

**SB1231 (6 COURSE DROP RULE)**

SB 1231 enacted by the Texas Legislature limits the number of classes a student may drop. Under section 51.907 of the Texas Education Code, “an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education.” This statute was enacted by the State of Texas in spring 2007 and applies to students who enroll in a public institution of higher education as first-time freshmen in fall 2007 or later. Courses affected include courses which students are enrolled in after the official reporting date for the institution with the exception of the following which are not included in the six drop limit:

1. Courses taken by students while still enrolled in high school—whether for dual credit or early college credit, or college credit alone.
2. Courses dropped at private or out-of-state institutions
3. Other courses exempted by Panola College which include developmental courses and workforce education courses which do not lead to a degree
4. Courses dropped by the student to withdraw from the institution

Panola College has adopted a policy under which exceptions can be made under certain circumstances. If the student can show good cause (as outlined below) for dropping a course, that drop will not be used in the drop count against the student.

A. A severe illness or other debilitating condition that affects the student’s ability to satisfactorily complete the course;

B. The student’s responsibility for the care of a sick, injured or needy person if the provision of that care affects the student’s ability to satisfactorily complete the course;

C. The death of a person who is considered to be a member of the student’s family or who is otherwise considered to have a sufficiently close relationship to the student that the person’s death is considered to be a showing of good cause;

D. The active duty service as a member of the Texas National Guard or the armed forces of the United States of either the student or a person who is considered to have a sufficiently close relationship to the student that the person’s active military service is considered to be a showing of good cause;

E. The change of a student’s work schedule that is beyond the control of the student, and that affects the student’s ability to satisfactorily complete the course.
Panola College’s Carthage campus is an official test site for TSI Assessment and ACT. For more information about testing dates and times, please contact the Student Success Center at (903) 693-2036 or (903) 693-2046.

1. Provide the TSI Assessment scores or present proof of exemption from TSI (see TSI Policy on page 10).
2. Arrange for high school transcript, GED scores, and college transcripts to be sent to the Admissions/Records Office. Students are responsible for requesting their official records from the issuing institution.
4. Return all admissions documents to the Admissions/Records Office. Refer to chart below for specifics.
5. Correspondence regarding admissions should be addressed to: Admissions/Records Office, 1109 W Panola, Carthage, TX 75633.

<table>
<thead>
<tr>
<th>CLASSIFICATION</th>
<th>REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Admission:</td>
<td>Texas Common Application, early admission form, high school transcript, assessment scores or proof of exemption from TSI.</td>
</tr>
<tr>
<td>College Transfer:</td>
<td>Texas Common Application, official transcript(s) from previous institution(s), and official high school transcript, assessment scores or proof of exemption from TSI. Students on probation or suspension must get approval from the Vice President of Instruction. Call (903) 693-2033.</td>
</tr>
<tr>
<td>High School Graduate</td>
<td>Texas Common Application, official high school transcript with graduation date, assessment scores or proof of exemption from TSI.</td>
</tr>
<tr>
<td>High School Equivalency:</td>
<td>Texas Common Application, GED test scores, assessment scores or proof of exemption from TSI.</td>
</tr>
<tr>
<td>Individual Approval:</td>
<td>Texas Common Application, assessment scores or proof of exemption from TSI and approval from appropriate dean.</td>
</tr>
<tr>
<td>Prior Students:</td>
<td>Application for re-admission, official transcripts from institutions attended during absence and assessment scores or proof of exemption from TSI.</td>
</tr>
<tr>
<td>International Students:</td>
<td>For information on requirements for international admission, call the International Coordinator at (903) 693-2046.</td>
</tr>
</tbody>
</table>

Assessment scores are used for placement in courses but are not used to deny admission to the college.
Texas Success Initiative (TSI)

Panola College shall assess the academic skills of each entering undergraduate student to determine the student’s readiness to enroll in freshman-level academic coursework. The institution shall provide advising and educational support necessary for success in college and assist students who are not yet ready to enroll in that coursework. Assessment or the results of the assessment cannot be used to deny admission to the College. Admission to Panola College does not guarantee admission to specific programs of study or enrollment in all courses.

The Panola College Board of Trustees authorizes the Administration to establish local policies for implementation of the Texas Success Initiative Plan (TSIP). The TSIP will be reviewed annually as part of the Institutional Effectiveness Action Plan. The specific regulations are subject to change as the result of sessions of the Texas legislature and meetings of the Texas Higher Education Coordinating Board. Any significant changes to this plan will be filed with the Coordinating Board. Test information may be obtained at your high school or from Panola College by calling (903) 693-2036.

Exemptions / Exceptions

State law provides for certain exemptions from the Texas Success Initiative (TSI) provisions. The following students shall be exempt from the requirements of this title, whereby exempt students shall not be required to provide any additional demonstration of college readiness and shall be allowed to enroll in any entry-level freshman course. Documentation must be on file in the Admissions and Records Office prior to enrollment. Exemptions/exceptions are associated with actual enrollment in college.

1. For a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards that cannot be raised by institutions:
   a. ACT: composite score of 23 with a minimum of 19 on the English test shall be exempt for both the reading and writing sections of the TSI Assessment, and/or 19 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment;
   b. SAT: a combined critical reading (formerly “verbal”) and mathematics score of 1070 with a minimum of 500 on the critical reading test shall be exempt for both reading and writing sections of the TSI Assessment, and/or 500 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment;

2. For a period of three (3) years from the date of testing, a student who is tested and performs on the Texas Assessment of Academic Skills (TAAS) with a minimum scale score of 1770 on the writing test, a Texas Learning Index (TLI) of 86 on the mathematics test and 89 on the reading test.

<table>
<thead>
<tr>
<th>PASSING ASSESSMENT SCORES</th>
<th>(Texas Success Initiative)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH</td>
<td>350</td>
</tr>
<tr>
<td>READING</td>
<td>351</td>
</tr>
<tr>
<td>WRITING</td>
<td>Essay 5 OR Essay 4 + Multiple Choice 363</td>
</tr>
</tbody>
</table>

Panola College – Schedule of Classes - Page 10
3. For a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards that cannot be raised by institutions:
   a. On the Eleventh grade exit-level Texas Assessment of Knowledge and Skills (TAKS) with a minimum scale score of 2200 on the math section and/or a minimum scale score of 2200 on the English Language Arts section with a writing subsection score of at least 3, shall be exempt from the TSI Assessment required under this title for those corresponding sections; or
   b. STAAR end-of-course (EOC) with a minimum score of Level 2 on the English III shall be exempt from the TSI Assessment required under this title for both reading and writing, and a minimum score of Level 2 on the Algebra II EOC shall be exempt from the TSI Assessment required under this title for the mathematics section.
4. A student who has graduated with an associate or baccalaureate degree from an institution of higher education.
5. A student who transfers to an institution from a private or independent institution of higher education or an accredited out-of-state institution of higher education and who has satisfactorily completed college-level coursework as determined by the receiving institution.
6. A student who has previously attended any institution and has been determined to have met readiness standards by that institution.
7. A student who is enrolled in a certificate program of one year or less (Level-One certificates, 42 or fewer semester credit hours or the equivalent) at a public junior college, a public technical institute, or a public state college.
8. A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment.
9. A student who on or after August 1, 1990, was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National guard or service as a member of a reserve component of the armed forces of the United States.

Test scores cannot be used to deny a student admission to a Texas public college or university. Admission to the college does not guarantee admission to specific courses or programs of study.

<table>
<thead>
<tr>
<th>DEVELOPMENTAL CLASSES</th>
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<tbody>
<tr>
<td>READ 0301 – College Reading</td>
</tr>
<tr>
<td>READ 0302 – College Reading</td>
</tr>
<tr>
<td>WRIT 0301 – Writing Skills</td>
</tr>
<tr>
<td>MATH 0301 – Math Skills</td>
</tr>
<tr>
<td>MATH 0302 – Fundamentals of Algebra</td>
</tr>
<tr>
<td>MATH 0303 – Intermediate Algebra</td>
</tr>
<tr>
<td>Hours</td>
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</tbody>
</table>

**CLASS RELATED FEES**

BUILDING USE FEE ............$ 10 per semester hr (Includes but not limited to Marshall College Center, Shelby College Center, Shelby Regional Training Center)

REGULAR LABORATORY ..................$ 35

SCIENCE LABORATORY FEE ............$ 55

SPECIAL FEES:

Chemistry Lab Insurance ............$ 20
Cosmetology (labs and insurance) ....$ 5 – 50
Industrial/Petroleum Technology ....$ 50

INTERNET COURSE (per semester hour) ....$ 15

Photography ....................................$ 35

Welding (per class) ......................$ 75

SPECIAL COURSES ....................$30 – 1200

(supplies and traveling fees)

VOCATIONAL NURSING ..................$35–$238

(clinical, labs, insurance)

ASSOCIATE DEGREE NURSING ............$ 35–$400

Please contact the ADN department for a full schedule of fees for those students selected for the ADN program.

OCCUPATIONAL THERAPY ASST ........$35–$175

(clinical, labs, insurance)

PRIVATE INSTRUCTION (1 HR/2 HR) ..$100/$200

VCT HOST FEE .....................$ 25

CRIMINAL BACKGROUND CHECK ..........$4–$50

**ROOM AND MEALS**

RESIDENCE HALL DEPOSIT ............$ 200

RESIDENCE HALLS:

Sharp Hall (Co-Ed Dorm) ............$ 2200

Student Apartments ...............$ 2800

Bill O’Neal Hall Apartments ..........$2900

*All are 19 meals weekly

ASSESSMENT TEST FEE ..................$ 30

CLASS CHANGE FEE ..................$ 30

LATE REGISTRATION ..................$ 30

DEPRESSED PAYMENT FEE ..........$ 25

GED TESTING FEE (FULL TEST) ..........$ 65

(non-refundable)

GED TESTING FEE (PER SECTION) ......$ 13

“3-Peak” REPEAT FEE .............$ 75**

MATRICULATION FEE ..................$ 30

MAILBOX KEY DEPOSIT ..................$ 5

**Repeat Course Fees. The Texas Legislature has mandated that a course repeated by a student more than twice at a public institution of higher education may not be reported for state funding. As a result, the institution must either pass the non-funded portion to all students or charge a supplementary fee to the student who is repeating the course. Consequently, Panola College has chosen to assess a supplementary fee to only those students repeating the course more than twice, beginning with the Fall 2006 semester. Courses in Developmental Studies and English as a Second Language (ESL) are not affected by the supplementary fee. For a course being “three-peated” (being taken for a third time), students will be charged $75 per semester credit hour ($225 for a 3 hour course) in addition to tuition and required fees associated with the course. Students will be notified at the time they register for a course that it has been taken twice at Panola College and is subject to the supplementary fee.
REFUND POLICY

A nonrefundable $30 matriculation fee will be assessed if a student withdraws from the institution before the first class day. Classes of varying semester length may have a different refund policy. Please call the Admissions/Records Office for additional information. The "first class day" means the first class day as shown on the college calendar, not the first meeting of a particular class.

The refund policy applies even if no classes are ever attended. It is the responsibility of the student to officially withdraw through the Admissions/Records Office prior to the refund policy dates. No exceptions will be made.

THERE ARE NO CASH REFUNDS.

Refund checks are processed within two to four weeks.

► All refunds are made by mail to the address on file in the Admissions/Records Office.
► Refunds for tuition and fee payments made by Discover, MasterCard or Visa will be refunded by a check.
► "Stop Payment" orders do not cause classes to be dropped. Such orders also result in a $30 fee as with returned checks.
► Refund only applies to tuition, fees and meals. See Business Office for Residence Hall refund policy.

Financial Aid Information

All students are encouraged to apply for financial aid online at www.fafsa.ed.gov. When the Financial Aid Office (FAO) receives your report, a letter will be mailed to you explaining any other documents that are needed. Please allow plenty of processing time for your file to be completed before you register. If you have any questions, please contact us at (903) 693-2039. All students applying for financial aid must provide Panola College with an official high school transcript, GED or approved test scores before processing can be completed.

The maximum time frame that a student may receive financial aid may not exceed 150 percent of the published length of the longest program. The longest program offered at Panola College is 72 hours and will be used as a basis for all programs. Therefore, students at Panola College will be allowed a maximum of 108 semester hours attempted, (72 hours x 150% = 108) or the equivalent thereof, to reach his/her degree/certificate objective. Once a student has exceeded 108 semester hours, or the equivalent thereof, he/she will be ineligible for financial aid regardless of whether or not aid was received in the past, except in cases of extenuating circumstances. In such a case, a student must make written request for an appeal. The Financial Aid Policies/Appeals Committee will review the circumstances and make a decision. The decision of the committee is final and is not subject to further appeal. You must be pursuing a degree at Panola College to receive financial aid.
**Federal Direct Student Loan Program**

Panola College participates in the Federal Direct Student Loan program. Direct Loans are low-interest loans for students and parents to help pay for the cost of a student's education after high school. The lender is the U.S. Department of Education. All student loans will be processed through the Financial Aid Office at Panola College. In order to qualify, a student must complete the FAFSA (Free Application for Federal Student Aid). The application is online at www.fafsa.ed.gov. Entrance counseling and a loan application is required. The application is online and can be accessed through the financial aid office. The borrower can choose from several repayment plans that are designed to meet the needs of almost any borrower, and you can switch repayment plans if your needs change.

**With Direct Loans, you—**

- Borrow directly from the federal government and have a single contact—the Direct Loan Servicing Center for everything related to the repayment of your loans, even if you receive Direct Loans at different schools.
- Have online access to your Direct Loan account information 24 hours a day, 7 days a week at Direct Loans on the Web at: [www.dl.ed.gov](http://www.dl.ed.gov).

**Dual Credit / Early Admission High School Enrollment**

This program offers an opportunity for high school students to earn credits toward a college degree while completing requirements for high school graduation:

**a. The student is subject to the following requirements:**

1. Provide valid, unexpired ACT, SAT or TAKS scores and be declared exempt by Panola College, or must have taken and passed at least one section of a state-approved Texas Success Initiative (TSI) test.

2. Must have written approval of the high school principal, counselor and the parent or guardian.

3. May enroll for a maximum of two courses per semester at Panola College.

4. Be subject to the rules and regulations of the College.

**b. Prior to enrollment the following items **must** be on file at Panola College:**

1. Application for admission to the College.
2. Completed Dual Credit/Early Admission Permission Form.
3. Official Texas Success Initiative test scores or proof of exemption.
4. Official high school transcript showing completion of the sophomore year. The high school counselor must provide a letter of explanation or verification of status for any student whose transcript does not provide this information. Students who are enrolled in non-accredited high schools or who are schooled in non-traditional settings must provide a notarized record of the school subjects completed (must be consistent with TEA minimum requirements).
Panola College offers men's and women's basketball, men's baseball, women's volleyball and a rodeo team. Our teams have a winning tradition and many former students have gone on to pursue university and professional careers. Dorms are available for all players.
FACTS Tuition Management

To help you meet your educational expenses, Panola College is pleased to offer FACTS as a convenient budget plan. FACTS is a tuition management plan that provides you with a low cost option for budgeting tuition and other educational expenses. It is not a loan program; therefore, you have no debt, there are no interest or finance charges assessed and there is no credit check. The only cost to budget monthly payments through FACTS is a $25.00 per semester FACTS nonrefundable enrollment fee. The enrollment fee is automatically deducted within 14 days from the day the agreement is posted to the FACTS system.

Using FACTS is simple. You may budget your tuition and fees one of two ways:

A. Automatic Bank Payment (ACH) - ACH payments are those payments you have authorized FACTS to process directly with your financial institution. It is simply a bank-to-bank transfer of funds that you have pre-approved for your expenses at Panola College. Payments may be made from either your checking or savings account. Payments are processed on the 5th of each month and will continue until the balance due the college is paid in full.

B. Credit Card Option - many students and families have requested the option of charging their monthly tuition payment to MasterCard, Discover Card or American Express. This enables you to take advantage of various bonus programs offered by your credit card company. If you elect to use this option, your monthly payment along with a convenience fee will be automatically charged to your credit card on the 5th of each month. The convenience fee is in addition to the nonrefundable enrollment fee. If you wish to use this option you may enroll online or by calling FACTS.

Note: Should an automatic bank payment or credit card payment be missed, a $25 missed payment fee will be automatically assessed to your account. You will be notified by FACTS of the missed payment by mail or email.

When you enroll online, be sure you have the following information:

1. Your student ID (social security number).
2. The name and address of the person responsible for making the payments.
3. Account Information for the responsible person.
   a) If paying by automatic bank payments you will need the bank name, telephone number, account number, and the bank routing number. Most of the information is located on your check.
   b) If paying by credit card, you will need the credit card number and expiration date.

You may pay for your tuition in full through the e-Cashier site by selecting the “Payment in Full” option. This allows you the convenience of paying your tuition without having to visit or mail information to the Panola College Business Office. Please remember, once you select this option your full payment will be deducted immediately and a FACTS nonrefundable convenience fee of $2.50 will be assessed.

IMPORTANT! Call FACTS at (800) 609-8056 to make any changes to your address, phone, or banking information. If you have questions regarding your FACTS agreement please contact FACTS directly or go to “My FACTS” Account to review your agreement online. Please remember to access “My FACTS” Account, the instructions are located in your confirmation letter or email. If you have questions regarding your financial aid award or tuition balance, please call the Panola College Business Office at (903) 693-2082.

If you have questions about your agreement with FACTS, please call either the Panola College Business Office at (903) 693-2030, or FACTS Tuition Management Company at (800) 609-8056.
BEGINNING JANUARY 1, 2014

BACTERIAL MENINGITIS VACCINATIONS are REQUIRED for all entering students UNDER THE AGE OF 22.

The Texas Higher Education Coordinating Board adopted amendments to Texas Education Code, Chapter 54, Subchapter A, §54.0065 on an emergency basis that requires entering students at institutions of higher education to have an initial bacterial meningitis vaccination or booster dose during the five-year period preceding or at least 10 days prior to the first day of the first semester in which the student initially enrolls at an institution.

Evidence of the student having received the vaccination from an appropriate health practitioner\(^2\) must be received by the Admissions Office. Acceptable evidence of vaccination or receiving a booster dose includes:

- The signature or stamp of a physician or his/her designee, or public health personnel on a form which shows the month, day, and year the vaccination dose or booster was administered
- An official immunization record generated from a state or local health authority.
- An Official record received from school officials, including a record from another state.

This information shall be maintained in accordance with Family Education Rights and Privacy Act Regulations, and with Health Insurance Portability and Accountability Act.

**Exceptions**

A student is not required to submit evidence of receiving the vaccination against bacterial meningitis or evidence of receiving a booster dose if the student is 22 years of age. A student, or parent or guardian of a student, is not required to submit evidence of receiving the vaccination against bacterial meningitis if the student, or a parent or guardian of a student, submits to the institution:

- An affidavit or a certificate signed by a physician who is duly registered and licensed to practice medicine in the United States, in which it is stated that, in the physician’s opinion, the vaccination required would be injurious to the health and well-being of the student; OR
- An affidavit signed by the student stating that the student declines the vaccination for bacterial meningitis for reasons of conscience, including a religious belief. A conscientious exemption form from the Texas Department of State Health Services must be used. For information about obtaining this form, call 1-800-252-9152 or go [https://webds.dshs.state.tx.us/immco/](https://webds.dshs.state.tx.us/immco/)

Contact your health care provider for information on receiving the vaccination.

Important Information Concerning

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1. Entering student—A first-time student of an institution of higher education including a student who transfers to the
2. Health practitioner—Any person authorized by law to administer a vaccination.
BACTERIAL MENINGITIS

This information is being provided to all new college students in the state of Texas. Bacterial Meningitis is a serious, potentially deadly disease that can progress extremely fast, so take the utmost caution. It is an inflammation of the membranes that surround the brain and spinal cord. The bacteria that cause meningitis can also infect the blood. This disease strikes about 3,000 Americans each year, including 100-125 on college campuses, leading to 5-15 deaths among college students every year. There is a treatment, but those who survive may develop severe health problems or disabilities.

What are the Symptoms?
- High fever
- Severe headache
- Stiff Neck
- Lethargy
- Light Sensitivity
- Vomiting
- Nausea
- Seizures
- Confusion and sleepiness
- There may be a rash of tiny red-purple spots caused by bleeding under the skin. These can occur anywhere on the body.
- The more symptoms, the higher the risk! So, when these symptoms appear, seek immediate medical attention.

How Is Bacterial Meningitis Diagnosed?
- Diagnosis is made by a medical provider and is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood tests.
- Early diagnosis and treatment can greatly improve the likelihood of recovery.

How is the Disease Transmitted?
- The disease is transmitted when people exchange saliva (such as kissing, or by sharing drinking containers, utensils, cigarettes, toothbrushes, etc.) or come in contact with respiratory or throat secretions.

How do You Increase Your Risk of Getting Bacterial Meningitis?
- Exposure to saliva by sharing cigarettes, water bottles, eating utensils, food, kissing, etc.
- Living in close conditions (such as sharing a room/suite in a dorm or group home).

What are the Possible Consequences of the Disease?
- Death (in 8 to 24 hours from perfectly well to dead)
- Permanent brain damage
- Kidney failure
- Hearing loss
- Blindness
- Convulsions
- Gangrene that requires amputation
- Coma
- Limb damage (finger, toes, arms, legs)
- Learning disability

Can the Disease be Treated?
- Antibiotic treatment, if received early, can save lives and chances of recovery are increased. However, permanent disability or death can still occur.
- Vaccinations are available and should be considered for:
  - Those living in close quarters
  - College students 25 years old or younger
- Vaccinations are effective against 4 of the 5 most common bacterial types that cause 70% of the disease in the U.S. (but does not protect against all types of meningitis).
- Vaccinations take 7-10 days to become effective, with protection lasting 3-5 years.
- The cost of vaccine varies, so check with your health care provider.
- Vaccination is very safe. Most common side effects are redness and minor pain at injection site for up to two days.
- Vaccination is available at your local health care provider or county/regional department of health office.

How can I find out more Information?
- Contact your own health care provider
- Contact your local Texas Department of Health office.
- Check out the following web sites:
  - Centers For Disease Control
  - American College Health Association
**Academic Fresh Start**

An applicant for admission who is a Texas resident may seek to enter this institution pursuant to the Academic Fresh Start statute, Texas Education Code 51.929. If the applicant informs the Admissions/Records Office in writing for this election, the institution will not consider academic course credits or grades earned by the applicant 10 or more years prior to the starting date of the semester in which the applicant seeks to enroll. An applicant who makes the election to apply under this statute may not receive any course credit for courses taken 10 or more years prior to enrollment.

**Planning to Graduate?**

It is the responsibility of the student to make sure that all requirements for graduation have been met. In most instances the student must have a minimum of 60 semester hours with a "C" average (2.0 GPA) in all courses attempted. The student may come by the Admissions/Records Office and request a degree audit showing the courses that are incomplete, in progress, or complete. Graduation exercises are held twice a year at the end of the fall and spring semesters. Application for graduation can be made in the Admissions/Records Office. Students should refer to the Panola College General Catalog for more information.

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**Panola College Schedule of Classes**

Notice: The courses in this schedule will be taught as listed provided there are sufficient students enrolled in each section to justify the course offering. The scheduled time, room and instructor reflect the intentions of the College at the time this schedule is published and are subject to change. Complete course titles, prerequisites, co requisites and descriptions are found in the *Panola College General Catalog*.

**How To Read This Schedule:**

MWF - Monday, Wednesday, Friday classes; MW - Monday, Wednesday classes; TR - Tuesday, Thursday classes; M - Monday only; T - Tuesday only, W - Wednesday only, R - Thursday only
### Schedule of Examinations for Spring 2014

(All exams will be held at the scheduled time and place unless the appropriate instructional administrator approves a change).

<table>
<thead>
<tr>
<th>DATE</th>
<th>EXAM TIME</th>
<th>CLASS</th>
<th>PLACE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Monday,</strong></td>
<td>08:00AM - 10:30AM</td>
<td>MWF 08:00AM - 08:55AM</td>
<td>Classes Regular</td>
</tr>
<tr>
<td>May 5</td>
<td>10:30AM - 01:00PM</td>
<td>MWF 10:10AM - 11:05AM</td>
<td>Classes Classrooms</td>
</tr>
<tr>
<td></td>
<td>01:00PM - 03:30PM</td>
<td>MW 12:30PM - 01:45PM</td>
<td>Classes</td>
</tr>
<tr>
<td></td>
<td>03:30PM – 06:00PM</td>
<td>MW 02:50PM – 04:05PM</td>
<td>Classes</td>
</tr>
<tr>
<td><strong>Tuesday,</strong></td>
<td>08:00AM - 10:30AM</td>
<td>TTH 08:00AM - 09:15AM</td>
<td>Classes Regular</td>
</tr>
<tr>
<td>May 6</td>
<td>10:30AM - 01:00PM</td>
<td>TTH 10:50AM - 12:05PM</td>
<td>Classes Classrooms</td>
</tr>
<tr>
<td></td>
<td>01:00PM - 03:30PM</td>
<td>TTH 03:05PM - 04:20PM</td>
<td>Classes</td>
</tr>
<tr>
<td></td>
<td>03:30PM – 06:00PM</td>
<td>TTH 04:30PM - 05:45PM</td>
<td>Classes</td>
</tr>
<tr>
<td><strong>Wednesday,</strong></td>
<td>08:00AM - 10:30AM</td>
<td>MWF 09:05AM - 10:00AM</td>
<td>Classes Regular</td>
</tr>
<tr>
<td>May 7</td>
<td>10:30AM - 01:00PM</td>
<td>MWF 11:15AM - 12:10PM</td>
<td>Classes Classrooms</td>
</tr>
<tr>
<td></td>
<td>01:00PM - 03:30PM</td>
<td>MW 02:00PM - 03:15PM</td>
<td>Classes</td>
</tr>
<tr>
<td></td>
<td>03:30PM – 06:00PM</td>
<td>MW 03:30PM - 04:45PM</td>
<td>Classes</td>
</tr>
<tr>
<td><strong>Thursday,</strong></td>
<td>08:00AM - 10:30AM</td>
<td>TTH 09:25AM - 10:40AM</td>
<td>Classes Regular</td>
</tr>
<tr>
<td>May 8</td>
<td>10:30AM - 01:00PM</td>
<td>TTH 12:15PM - 01:30PM</td>
<td>Classes Classrooms</td>
</tr>
<tr>
<td></td>
<td>01:00PM - 03:30PM</td>
<td>TTH 01:40PM - 02:55PM</td>
<td>Classes</td>
</tr>
</tbody>
</table>

*Make-up exams

*Students should contact the instructor prior to Wednesday, April 30 regarding any make-up examination. Make-up exams are scheduled with individual instructors.

**Off-Campus and Evening School Examinations:**

- Wednesday night classes-Wednesday, May 7th
- All other classes-first regular class meeting beginning on Monday, May 5th
SERVICES FOR STUDENTS WITH DISABILITIES

The Disabled Student Services (DSS) Office at Panola College coordinates support services and equipment for Panola College students with temporary or permanent disabilities. Reasonable accommodations and support services will be provided for students with documented disabilities. Students seeking help should meet with the DSS Coordinator whose office is located in Student Services or call 903-693-1123.

CHILD CARE ASSISTANCE FOR COLLEGE STUDENTS WITH CHILDREN

If you are currently enrolled in a career-technical program of study you may be eligible for our Child Care Assistance Program. Our Child Care Assistance Program assists with the costs and fees of day care or after school care for your children. This program is designed to help eligible students pay for child care services during the period of time school is in session.

The requirements for assistance include:

- Have a 2.0 grade point average and regular attendance
- Be a recipient of Federal Financial Aid
- A letter of acceptance from respective department (if applicable)
- Must be a Single Parent, Displaced Homemaker, Dislocated Worker, Homemaker, or Adult re-entering college
- Panola College does not guarantee a continuation of the child care program from semester to semester and that assistance is subject to cancellation when funds are no longer available.

SmarterMeasure (formerly READI) is an assessment that measures learner readiness. SmarterMeasure is an indicator of the degree to which distance learning will be a good fit for you. It will help you prepare to be successful as a distance learning student. You are not penalized for guessing on SmarterMeasure, please enter an answer for each question on the assessment. Upon completion of SmarterMeasure you will receive a score report which will not only help you understand your strengths and opportunities for improvement, but will also provide resources to help you succeed. Remember, this assessment is strictly for your benefit. Take the time to rate yourself honestly. Follow the READI link at www.panola.edu

WORKFORCE AND ECONOMIC DEVELOPMENT

In keeping with the philosophy of making educational opportunities available to the community at large, Panola College provides a wide range of services both to individuals and organizations through its Workforce and Economic Development Division.

Various non-academic courses are open to interested persons without formal admission to the college. Generally, there are no entrance requirements.

- Continuing Education Units (C.E.U.’s) – While academic credit is not awarded for continuing education courses, many classes do carry Continuing Education Units (C.E.U.’s). The C.E.U. is a nationally recognized means of recording and accounting for continuing education activities. Contact the Workforce Division for information to arrange for courses for professional certification.

- Co-Enrollment Courses – Register for Panola College courses for NON-CREDIT through Workforce and Continuing Education. A Co-Enrollment course is a continuing education course which meets at the same time and place as an existing college credit course. It is important to remember that Co-Enrollment course enrollment is based upon space availability and where applicable appropriate assessment and counseling may be required.

- ESL – Learn to read, write, speak, and understand English by enrolling in ESL classes that are offered to all adults, ages 18 and older at no cost. ESL classes are also available at many sites in Harrison, Shelby, Marion and Panola Counties, as well as at the college.

- Adult Basic Education (GED Instruction) – Preparation for GED (General Education Development) is offered to all adults ages 18 and older at no cost. GED classes are available at many sites in Harrison, Shelby, Marion and Panola Counties, as well as the college.

- Community Service – Courses offered to the community to draw the general public into the life of the college community and to improve the social, physical and economic well-being of individuals in the community.

- Contract Training – Job-specific, customized training for business and industry in the Panola College service area. Training for both entry-level and seasoned employees can be arranged through the office of Workforce and Economic Development.

FOR MORE INFORMATION CONCERNING SERVICES AND COURSES OFFERED THROUGH WORKFORCE AND ECONOMIC DEVELOPMENT, CALL (903) 693-2067.
## Panola College Core Curriculum

"Core curriculum" means the curriculum in liberal arts, humanities, sciences, political, social, and cultural history that all undergraduate students of an institution of higher education are required to complete before receiving an academic undergraduate degree.

<table>
<thead>
<tr>
<th>Component Area</th>
<th>Hours</th>
<th>Component Number</th>
<th>Panola</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td>6</td>
<td>010</td>
<td>ENGL 1301 &amp; ENGL 1302</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>011</td>
<td>SPCH 1315, 1318</td>
</tr>
<tr>
<td>Mathematics (select one course)</td>
<td>3</td>
<td>020</td>
<td>MATH 1314, MATH 1316, MATH 1332</td>
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<tr>
<td></td>
<td></td>
<td>021</td>
<td>MATH 1324, MATH 1325, MATH 1342, MATH 1350, MATH 1351, MATH 2312, MATH 2413, MATH 2414, or MATH 2415</td>
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<tr>
<td>Natural Science (select two courses)</td>
<td>8</td>
<td>030</td>
<td>BIOL 1408, BIOL 1409, BIOL 1411, BIOL 1413, BIOL 2401, BIOL 2402, BIOL 2406, BIOL 2421, CHEM 1405, CHEM 1407, CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, GEOL 1403, PHYS 1401, PHYS 1402, PHYS 1403, PHYS 1404</td>
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<tr>
<td>Humanities &amp; Visual and Performing Arts</td>
<td>3</td>
<td>040</td>
<td>ENGL 2322, ENGL 2323, HUMA 1301, HUMA 1302, SPAN 2311, SPAN 2312</td>
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<td></td>
<td>3</td>
<td>050</td>
<td>ARTS 1301, ARTS 1313, ARTS 1413, DRAM 1310, MUSIC 1306, or MUSI 1310</td>
</tr>
<tr>
<td>Social and Behavioral Sciences</td>
<td>6</td>
<td>060</td>
<td>HIST 1301, HIST 1302, or HIST 2301</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>070</td>
<td>GOVT 2305, GOVT 2306</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>080</td>
<td>PSYC 2301, SOCI 1301, ECON 2301, ECON 2302, GEOG 1303</td>
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<tr>
<td>Institutionally Designated Option</td>
<td>3</td>
<td>090</td>
<td>BCIS 1305 or COSC 1301</td>
</tr>
</tbody>
</table>

**CORE CURRICULUM TOTAL** 44

**ADDITIONAL REQUIREMENTS FOR ASSOCIATE OF ARTS* or SCIENCE DEGREE**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Education Activity</td>
<td>2</td>
</tr>
<tr>
<td>*Electives suggested in program of study</td>
<td>14</td>
</tr>
</tbody>
</table>

**DEGREE TOTAL** 60

*Associate of Arts degree must include six to eight hours of foreign language
Panola College’s Residence Life program is aimed at giving single students a full collegiate experience. Campus life provides essential opportunities for personal growth, development, and education. It is designed to engage students in the learning process and achieving more of a sense of community.

Studies have shown that students who live on campus tend to have higher graduation rates, achieve greater academic success, are more involved in campus life, and tend to use campus resources more frequently than those not living near campus.

Our Residence Life program also offers a variety of concerts, lectures, theatre and athletic events. Panola College’s clubs and organizations give students an opportunity to broaden their minds, expand their knowledge, as well as social interaction.

A variety of student activities enables students to socialize with traditional and non-traditional students in a relaxed atmosphere.

To learn more about student housing, visit us online at www.panola.edu/student-services/residence-life.html or call 903-693-1176.

**Package #1: Student Apartments**

Completed in August 2005, these facilities are capable of housing 96 students total (32 in each facility) in double occupancy rooms with bathrooms for each bedroom and a sitting room for every two bedrooms. Each room has basic cable, wireless internet, a smoke detector, and a sprinkler system for fire safety. The sitting room in each apartment is yours to furnish and decorate. You and your roommates can use this multifunctional space as a study room or living room. This space allows you to give your residence a personal flare. **Price: $2,800 per semester**

**Package #2: Sharp Hall**

Traditional Style Residence Hall

This facility is capable of housing 86 students in double occupancy rooms with community bathrooms. There are RA’s on each floor and a full-time supervisor lives with the students. The lobby has cable television, computers, and vending machines. Each room has basic cable, wireless internet, a smoke detector, and a sprinkler system for fire safety. This is a coed building with men on the first floor and women on the second. **Price: $2,200 per semester**

**Package #3: Bill O’Neal Hall**

This new facility opened Fall 2013. This building is the same layout as the student apartments with a few featured upgrades. These rooms have faux wood flooring, memory foam mattresses, standing showers, and additional storage space. Each room will also have basic cable, wireless internet, a smoke detector, and a sprinkler system for fire safety. The sitting room in each apartment is yours to furnish and decorate. You and your roommates can use this multifunctional space as a study room or living room. This space allows you to give your residence a personal flare. **Price: $2,900 per semester**

GET INVOLVED!

- Participate in student activities!
- Go to: Sporting events! Theatre! Concerts!
- Participate in student activities!

MAKE NEW FRIENDS

Modern and comfortable, Panola College’s residence halls are designed to provide a safe, nurturing environment for students. Whether you choose to live in a traditional or student apartments, you’ll find all the amenities you need to make the most of your college experience.
Panola College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate degrees and certificates of completion. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Panola College.

Panola College is an equal opportunity institution that provides educational and employment opportunities on the basis of merit and without discrimination because of race, color, religion, sex, age, national origin, veteran status, disability, or genetic information.