

PACIFIC UNION COLLEGE

Academic Deadlines & Policy Reminders 2024-2025

See the General Catalog for a full description of all academic policies: <http://www.puc.edu/academics/general-catalog>.

Advising

You should plan to meet with your academic advisor(s) regularly for consultation and support. An advising restriction goes on your account each spring and you are required to meet with your advisor before registering for the next year.

Registration

Register online using Flashlight or contact the Records Office: <http://www.puc.edu/academics/records/registration>.

Last Day to Register: **Fall 2024 – Sept 26** **Winter 2025 – Jan 9** **Spring 2025 – Apr 3**

Please note – The last day to register is the Thursday of the first week of the quarter!

A full load is 12-17.5 credits. To register for an overload (18+), you must submit a petition to the Records Office. To graduate in 4 years, you should plan to complete an average of 16 credits each quarter (192 credits total).

In order to repeat a course, you must register through the Records Office.

Financial Clearance

You must obtain financial clearance from the Student Financial Services Office each quarter. **Your courses will not show up on Canvas until you have financial clearance.**

If you have not received financial clearance by the end of the second day of the quarter, **your registration will be cancelled and your slot in your courses will no longer be guaranteed.** If complications delay your financial clearance past the registration deadline, you must submit a petition for "Late Registration due to Financial Reasons" to the Records Office no later than the end of the second week of the quarter.

Withdrawal

Withdraw online through Flashlight or contact the Records Office. Withdrawal results in a grade of "W".

Last Day to Withdraw: **Fall 2024 – Nov 18** **Winter 2025 – Mar 3** **Spring 2025 – May 27**

Consult with your financial counselor because **withdrawing from a course may have a significant impact on your financial aid for current and future quarters.** You should also consult with your academic advisor.

Final Examinations

The final exam schedule is published online: <http://www.puc.edu/academics/final-exam-schedule>.

You should expect to take each of your final examinations at the date and time posted on the schedule.

Changes to final examination schedules can only be authorized by the Academic Dean under unusual and specific circumstances: <https://www.puc.edu/academics/academic-administration/exam-change-request>.

Grades

Final grades are submitted to the Records Office and posted on Flashlight. Once posted, a grade can only be changed if it is proven in writing that there was a clerical error. Contact your professor right away if you believe your final grade is incorrect. **Work cannot be submitted after the end of the term to change your final grade.**

You are required to maintain a minimum GPA of 2.0 each quarter to avoid being placed on academic probation.

If exceptional and unavoidable circumstances prevent your completion of a course during the quarter, you will need to submit an "Incomplete Grade Request" to the Records Office: <http://www.puc.edu/academics/records/forms-how-to>.

Contact Information for Academic Success

Records Office ~ <http://www.puc.edu/academics/records/home> ~ records@puc.edu (email) ~ 707-965-6673 (ph)
The Records Office coordinates academic processes such as registration, grades, transfer, and graduation.

Teaching & Learning Center ~ <http://www.puc.edu/academics/tlc/home> ~ tlc@puc.edu (email) ~ 707-965-7688 (ph)
The TLC provides academic support services such as advising, mentoring, and tutoring.