



Operating Protocol & Procedure

Details:

Number: 318

Title: Student Load by Term

Category: Students

Office of Primary Responsibility: Records Office

Approval Date: 12/14/20

Effective Date: 12/14/20

Revised: 5/6/24

Reviewed: May 2024

Purpose:

To designate the common definitions for student course loads and the maximum number of credits per term that is allowable for enrollment without an override.

Applicability:

Students

Definitions:

Student Load – The number of credits a student is taking in a standard term. For standard terms, the minimum enrollment time statuses are:

- Full-time: 12 semester hours per semester (includes Summer);
- 3/4-time: 9 semester hours per semester (includes Summer);
- 1/2-time: 6 semester hours per semester (includes Summer);
- Less-than-1/2-time: less than half of the workload of the minimum full-time requirement.

Standard Term – A 14–21-week period of time during which all classes built within the term begin and end. PCC’s major standard terms consist of 15 weeks of instruction (regulatory flexibility permits PCC’s 10-week Summer term to be defined as a standard term) with a minimum of 12 credit hours for full-time enrollment. Mini-sessions of instruction that do not span the entire term but fall within the start and end dates of the standard terms are called “Parts of Term” or “Modules.”

References:

[2023-2024 Federal Student Aid Handbook, Pell Grant Enrollment Status](#)

Attachments/Related Documents:

Student Registration Form (found on Portal)

Operating Protocol:

PCC defines enrollment statuses full-time, $\frac{3}{4}$ -time, $\frac{1}{2}$ -time, or less-than-half-time status according to the guidelines in *2023-2024 Federal Student Aid Handbook, Pell Grant Enrollment Status*. The maximum number of credits per term allowable for enrollment without an override is 18.

Procedure:

Status rules are defined on Banner Time Status Rules screen (SFATMST). The Time Status Calculation Update Process (SFRTMST) runs nightly and assigns a time status to every registered student based on the number of credits in which they are enrolled.