2017 SUMMER and FALL
EARLY REGISTRATION
AND ACADEMIC ADVISING

ROBESON COMMUNITY COLLEGE

Currently enrolled students for the 2016-17 academic year are eligible to register early for the upcoming summer and fall terms. Students must meet with their assigned academic advisor to complete the advising process. Remember to complete your 2017/18 FAFSA for the upcoming academic year.

REGISTRATION CHECKLIST

___ 1. Register for classes: April 10 – April 28. Students will be advised and registered for classes based on completed credit hours. At this time, the advisor and student will discuss educational goals, arrange a schedule, complete necessary paperwork, and the **advisor will remove the advising flag to grant access to WebAdvisor.** Students can access WebAdvisor when logged into the RCC Portal. Early registration for currently enrolled students is as follows:

April 10 - 13	**WebAdvisor Registration - 40+ credit hours earned**
April 14 – 28	**WebAdvisor Registration - 0+ credit hours earned**

___ 2. Print your schedule or pick up a copy from your advisor or Records and Registration. Review and make changes if needed.

___ 3. Pay Tuition and Fees: May 1 – May 10. The Business Office will be open for registered students to complete summer term payment by cash, credit card or check. For students sponsored by an agency or third party, no further action is required if the printed registration form reflects agency sponsorship. **Please note that the Business Office will close for payment at noon on May 10. (**Fall term payment/billing will not be available until after mid-July*.)

___4. Financial Aid: For students approved to receive Pell, no further action is required if the 2017SU registration form reflects funding. The Financial Aid Office will be open for students with questions concerning financial aid.

___5. Cancellation of Your Schedule: Failure to complete payment by noon on May 10 will result in the cancellation of your schedule. **Late Registration will be held May 18.**

___6. Late Registration and Drop/Add: 8:30 am - 4:30 pm on May 18. All changes to course schedules must be completed by the close of Drop/Add. New registration for summer is closed once classes begin on May 22.

___7. Withdrawing from a Course: Withdrawing from a course on or after the first day of the term may result in a 25% penalty. Dropping a course and adding a course with the same number of credit hours at the same time will not result in a 25% penalty. Students are advised to seek assistance in the Records Office.

___8. Books: Student account charges, exchanges, and refunds must be completed by May 31. Purchase books for registered classes in the RCC Bookstore located in Building 9**. Purchases may also be made on the bookstore website, http://robeson.bncollege.com.** Students using Pell Grant funds must wait until the first day of class on May 22 to purchase in-store or pick up online book orders. Students using cash, check, credit card or on-line shopping may purchase books beginning May 10. Students sponsored by an agency or third party may purchase books beginning May 18.

___9. Attend First Class Meeting: Classes Begin May 22. Please adhere to the attendance policy that is outlined on your class syllabus.

___10. Student Services: Please take advantage of resources available to you on campus, such as tutorial assistance, counseling, tutoring, career exploration and workshops offered on campus.

Admissions 272-3342	**Cashier 272-3453**
Registration 272-3338	**Financial Aid 272-3352**
Bookstore 272-3520	**Third party sponsorships 272-3548**
Placement testing 272-3358	**Counseling/Career/Disability Services 272-3345**
IT Help Desk 272-3566	**The Learning Center 272-3405**

Please note RCC will be closed May 29th for Memorial Day. ****Advisors can print fall schedule previews without billing info using SCHD.***