

# ROBESON COMMUNITY COLLEGE

2017 Spring Mini-Semester – Late Registration

Drop/Add



Self-paying currently enrolled students and new students beginning the 2017 Spring mini-session are eligible to complete Late Registration. Current students should conduct registration activity in the Records and Registration Office. New students attending New Student Orientation will be registered immediately after the orientation session.

*New students should have already completed the 2016/17 FASFA for the spring term. Current students on Pell Grants MUST obtain permission from Financial Aid before participating in any registration activity for the mini-session.*

## REGISTRATION CHECKLIST

### \_\_\_ 1. Late Registration/Drop/Add – March 7, 2017

New Student Orientation (*Have you reserved a spot with Admissions staff?*) will be held from 9 – 1 p.m. in the A.D. Lewis Auditorium. The mini term will begin on March 13, 2017.

### \_\_\_ 2. Pay Tuition and Fees immediately after registration.

The Business Office will be open for students to complete 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 4:30 pm. Be sure to pick up a printed registration statement before leaving campus which details class schedules and account balances.

### \_\_\_ 3. Financial Aid

For new students approved to receive Pell, no further action is required if the printed registration statement reflects funding. The Financial Aid Office will be open for students with questions concerning financial aid. **CURRENT STUDENTS RECEIVING FINANCIAL AID MUST OBTAIN PERMISSION FROM THE FINANCIAL AID OFFICE BEFORE ATTEMPTING ANY REGISTRATION ACTIVITY.**

### \_\_\_ 4. Cancellation of Your Schedule

Failure to complete payment on March 7, by 4:30 pm will result in the cancellation of the schedule.

### \_\_\_ 5. Withdrawing from a course

Withdrawing from a course on or after the first day of the term will result in a 25% penalty. Dropping and adding a course with the same number of credit hours at the same time will not result in a 25% penalty. Drop/add adjustments after classes begin should take place in the Records and Registration Office on March 7.

\_\_\_ 6. **Bookstore transactions; student account charges, exchanges, and refunds must be completed by March 14, 2017 at 5 p.m.** Purchase books for registered classes in the RCC Bookstore located in Building 9. Students using Pell Grant funds, cash, check, or credit card or those sponsored by an agency or third party must wait until the first day of class on March 13, 2017 to purchase books. *Students are advised not to open book packaging until after attending the first class meeting.*

### \_\_\_ 7. Classes begin March 13, 2017.

Please adhere to the attendance policy that is outlined on your class syllabus.

### \_\_\_ 8. Student Services

You should take advantage of resources available to you on campus, such as tutorial assistance, counseling, academic advising, and workshops. You may find these numbers to be helpful:

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 . . . . .	272-3663