

2020 SUMMER EARLY REGISTRATION AND ACADEMIC ADVISING



Currently enrolled students for the 2019-20 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 2020/21 FAFSA for the upcoming academic year.***

REGISTRATION CHECKLIST

- 1. Register for classes: April 15 – May 1.** 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 Web Advisor and Self-Service.** Students can access either when logged into the RCC Portal.
- 2. Print your schedule. Review and make changes if needed. Summer schedules will have financial information. Detailed fall schedules will not be available until approximately mid-July.**
- 3. Pay Tuition and Fees: April 15 – May 11.** Pay online with credit card. The Business Office will be open for registered students to complete summer term payment (via phone, email, mail check to business office or make an appointment to pay on campus). 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 11.** (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 2020SU 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 11 will result in the cancellation of your schedule. **Late Registration will be held May 19 and payment is due immediately after late registration.**
- 6. Late Registration and Drop/Add: 8:30 am - 4:30 pm on May 19.** 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 26.
- 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 21-28. Purchases can be made on the bookstore website, <http://robeson.bncollege.com>. You may contact the bookstore by phone at 272-3520. Students using Pell Grant funds must wait until the first day of class on May 26 to purchase books. Students using cash, check, credit card or on-line shopping may purchase books beginning May 21. Students sponsored by an agency or third party may purchase books beginning May 21. Second session bookstore charges: June 22-24. ***Students are advised not to open book packaging until you have attended the first-class meeting.***
- 9. Attend First Class Meeting: Classes Begin May 26.** 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, career exploration and workshops.

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 25th for Memorial Day.

**Advisors can print fall schedule previews without billing info using SCHD.
Students can print class schedules in Web Advisor or Self-Service.*