

**2021 Spring
REGISTRATION AND
ACADEMIC ADVISING**



Currently enrolled students for the 2020-21 academic year are eligible to register early for the upcoming spring term. Students must meet with their assigned academic advisor to complete the advising process.

Remember to complete your 2021/22 FAFSA for the upcoming academic year.

REGISTRATION CHECKLIST

- ___1. Register for classes: Nov 2nd thru Dec 18th . Registration will resume Jan 5th and Jan 6th .** 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 Self-Service. Students can access Self-Service when logged into the RCC Portal.
- ___2. Print your schedule or pick up a copy from your advisor or Records and Registration. Review and make changes if needed. Spring schedules will have financial information.**
- ___3. Pay Tuition and Fees: Jan 6th by 5:00 p.m.** Pay online with credit card. The Business Office will be open for registered students to complete spring term payment (via phone, email, mailing 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 5:00 p.m. on Jan 6th .**
- ___4. Financial Aid:** For students approved to receive Financial Aid, no further action is required if the 2021 spring registration form reflects funding. FAFSA's and documents received after December 18th will continue to be processed in date order; however, you are responsible for payment of your tuition, fees, and book charges. The Financial Aid Office will be open for students with questions concerning financial aid.
- ___5. Cancellation of Your Schedule:** Failure to complete payment by 5:00 p.m. on Jan 6th will result in the cancellation of your schedule.
- ___6. All changes to course schedules must be completed by the close of Drop/Add. New registration for spring is closed once classes begin on Jan 11th .**
- ___7. Withdrawing from a Course: For refund information, if withdrawing from a course on or after the first day of the term, please contact the Business Office.**
- ___8. Books: Student account charges, exchanges, and refunds must be completed Jan 4th--25th.** Purchase books for registered classes in the RCC Bookstore located in Building 9. **Purchases may also be made on the bookstore website, <http://robesson.bncollege.com>.** Twelve-week book store charges: are Feb 9th – Feb 11th 2021. Second 8-week bookstore charges March 12th -March 16th. *Students are advised not to open book packaging until you have attended the first-class meeting.*
- ___9. Attend First Class Meeting: Classes Begin Jan 11th.** 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 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 Jan 18th for MLK Day and April 5th & 6th for Easter Holidays.