



Traditional Program

# Registration Packet Spring 2012

## Registration Process

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*Registration opens for all students on October 17th, 2011.*

### Registration Options

#### 1. ONLINE: Web Registration (Returning Students)

- Students registering online will not be required to meet with their advisor before registering (advisors will be checking schedules once they are submitted).
- Online registration is available 24/7 through January 1<sup>st</sup> in the Student Portal.
- Students who do not have an updated copy of their degree plan should request one from their advisor prior to registering. Course Rotations are available on the login page of the Student Portal.
- Students are responsible for meeting the prerequisites and/co-requisites of courses and Rochester College reserves the right to administratively withdraw students from courses for which they do not meet the requirements.
- Students can register online via their [student portal](#), under "Registration".
- Students, who are planning to graduate in April 2012, must complete the [Graduation Application](#) and submit it into Academic Services by February 1<sup>st</sup>, 2012.
- During the online registration process you will be asked to make a decision on housing preferences and health insurance coverage. Formalizing those decisions requires a completed room reservation/commuter student application and an insurance waiver/enrollment form, as well as an on-file copy of your insurance card if waiving the RC student health insurance. Links to the forms will be provided during the online registration process and may be printed and returned or faxed to the Student Development Office, or scanned and emailed back.
- Students can accept/deny financial aid awards via their [student portal](#) under Financial Services - "My Award Letter". Students are packaged with their maximum awards based on their FAFSA and hours enrolled. Any adjustments/cancellation for aid must be submitted by the student, in writing/email, to the Student Financial Service Office.
- Students may view their billing statement via their [student portal](#) under Billing - "My Billing/Ledger". Students are not required to make payment during initial registration.
- Students may choose payment intentions online under "My Billing/Ledger". Payment options for balances due after financial aid include Parent Loan, Pay in Full, Payment Plan and/or Third Party. Payment in full or the first installment of the payment plan is due by **January 5<sup>th</sup>, 2012** (details on payment method options are outlined below).

#### 2. IN PERSON: Campus Registration (New Students)

##### **Meet with your academic advisor**

Check your degree plan and the spring course listing to have an idea of what you need to register for before meeting with your advisor. Print the SP-12 Registration Packet & Course List from the student portal login page and bring them with you.

##### **Academic Services**

Bring your completed course selection form, signed by you and your advisor to Academic Services. You will not be able to register if your advisor has not signed the form.

##### **Student Development**

Please decide, before going to Student Development whether you will live on or off campus. Be prepared to have an ID photo taken – no hats. Bring the following items with you:

- Vehicle license plate number; make, model, color and year of vehicle you will park on campus.
- ID card from previous semester (continuing students)
- Commuter Application or Room Reservation Form

- Current health insurance card/certificate.

**Student Financial Services**

If you intend to use financial aid of any type and you did not already file your FAFSA for the 2011-2012 academic year, you must complete the FAFSA form at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). You must have completed and received a Student Aid Report before going to Student Financial Services. Generally, you will need to have completed and submitted your FAFSA two weeks before you come to register.

New loan borrowers will need to complete the loan promissory note and entrance counseling online at [www.studentloans.gov](http://www.studentloans.gov). You will need your driver's license, your PIN # (the PIN # you used to sign your FAFSA) and the names, full addresses and phone numbers for two references to complete the promissory note.

**If you are selected for verification for the fall semester, you will not be able to complete the registration process for the Spring 2012 semester until all required documentation has been submitted and the verification process has been completed.** If the verification has not been completed by the end of the fall semester, all of your government aid will be cancelled for the 2011-2012 academic year, and you will be responsible for paying the balance on your account.

**Payment Methods (of any balance due after all student financial aid has been applied)**

- Parent Loan-See instructions online at rc.edu or on the [student portal](#) under Financial Services>Parent Loan
- Third Party-Send documentation to Student Financial Services describing any outside scholarship(s) or loans not awarded through Rochester College. If a Third party is paying for all or portion of a student's tuition and fees in the form of a voucher and/or reimbursement policy, student must sign and return the "Third Party Agreement" and return it to the Student Financial Services Office. ~~Forms can be found online at rc.edu under "Forms"~~.
- Check/money order – make payable to Rochester College and mail or bring to the Business Office.
- Credit card payment may be called in to the Business Office. Call the cashier at 248-218-2053. You may also establish an automatic charge to a credit card to pay your college expenses. Forms can be found online at rc.edu under "Forms"
- Semester Payment Plan - The College offers a payment plan that allows you to pay one-third of the total semester bill at registration and the remainder in three equal monthly payments due on the dates indicated below. There is a one time, \$60 fee, per semester, for use of the payment plan. Late payments are subject to a late fee of \$35.

Initial Payment	January 5 <sup>th</sup> , 2012
First Installment	February 15 <sup>th</sup> , 2012
Second Installment	March 15 <sup>th</sup> , 2012
Third Installment	April 15 <sup>th</sup> , 2012

**Payment Arrangements:**

Students may view their billing balance on their [student portal](#) and may indicate their payment method online. If a student selects to go on a payment plan, Student Financial Services will add the one-time \$60 fee, and will send the student a payment plan worksheet with the payment plan amount breakdowns and due dates, via email.

**Refund Policy:**

Classes dropped after January 20th, 2012 will be refunded according to this policy. \*Any classes added or dropped on or after the first day of the semester will be charged a \$25.00 fee.

<b>Through January 20th</b>	<b>100%</b>
<b>January 21-27</b>	<b>90%</b>
<b>Jan. 28<sup>th</sup>- Feb. 3<sup>rd</sup></b>	<b>80%</b>
<b>February 4-10</b>	<b>60%</b>
<b>February 11-17</b>	<b>40%</b>
<b>February 18-25</b>	<b>20%</b>
<b>February 26 to the last day to withdraw</b>	<b>0%</b>

Textbook Information: The College has partnered with MBS Direct, the largest online college bookstore system in the nation, to provide textbooks for the students of Rochester College. Spring semester textbooks are scheduled to be available by December 1, 2011. The online store now offers new books, used books, and e-books 24 hours a day and 7 days a week. The online store site includes textbook information for each course, including titles, ISBNs, and pricing. Textbooks are not sold on campus. You can access the online store from [www.rd.edu/campusstore](http://www.rd.edu/campusstore).

Any student that has a credit balance after financial aid awards are packaged, will receive a bookstore voucher. Students will receive an email with instructions on how to purchase textbooks using this voucher from our MBS direct online bookstore. If a student would like to opt out of the bookstore voucher, an email would be required to be sent to their Financial Service Advisor. At that point, the Financial Service advisor will cancel the voucher and the student will receive a refund check once all aid has been posted to their student account.

You may also obtain a voucher to purchase school supplies and sportswear in the campus store. You may ask for a campus store voucher when obtaining your textbook voucher from Student Financial Services, or any other time you have a credit balance on your account. If you have questions, please contact the Student Financial Services office.

### Important Contact Information

<b>Enrollment Services:</b>	Eva Callahan	248.218.2031	<a href="mailto:ecallahan@rc.edu">ecallahan@rc.edu</a>
<b>Student Development:</b>	Marilyn Schaffer	248.218.2041	<a href="mailto:mschaffer@rc.edu">mschaffer@rc.edu</a>
<b>Academic Services:</b>	Shannon Walker	248.218.2091	<a href="mailto:swalker1@rc.edu">swalker1@rc.edu</a>
<b>Student Financial Services:</b>	Shane Stinnett (A-L)	248.218.2056	<a href="mailto:sstinnett@rc.edu">sstinnett@rc.edu</a>
	Donald Beach (M-Z)	248.218.2028	<a href="mailto:dbeach@rc.edu">dbeach@rc.edu</a>
	Jessica Bristow (Director)	248.218.2038	<a href="mailto:jbristow@rc.edu">jbristow@rc.edu</a>
<b>Business Office:</b>	Cashier	248.218.2053	<a href="mailto:kanspach@rc.edu">kanspach@rc.edu</a>



**Registration Form**  
**Spring 2012**

**Office Use Only** Date/time rec'd: \_\_\_\_\_

Enrollment Status     Major     Campus

Cost Type     Refund Type     Housing

Degree Plan / Pre-req     Holds: \_\_\_\_\_

Doc Tracking     Entered by/date \_\_\_\_\_

**\*\*Students must complete all four steps of registration to be officially registered:**

- 1) Meet with Academic Advisor 2) Academic Services 3) Student Development 4) Student Financial Services

- Please check if this is your first semester at Rochester College
- Please check if you plan to **graduate** this semester. **NOTE: Submit graduation application WITH YOUR REGISTRATION. You will not be added to the graduation list until you submit your graduation application.**
- Choose one:       Resident       Commuter

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
           (Last)                                      (First)                                      (Middle)

Home Phone: (\_\_\_\_\_) \_\_\_\_\_ Daytime/Cell #: (\_\_\_\_\_) \_\_\_\_\_

Advisor's name: \_\_\_\_\_

Dept	Course #	Sec #	RPT/ Audit	Course Name	Days	PI
RCC	2001	1		Chapel	TR	

**STUDENT SIGNATURE REQUIRED**

I understand that by registering for courses, I incur charges for tuition and fees on my account. I am aware of the policies pertaining to these charges, including charges associated with dropping and adding classes.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_