



Registration Packet

Spring 2012

Rochester College School of Nursing: 248-218-2280

Registration Process

ONLINE: Web Registration

- Online registration is available 24/7 through January 1, 2012 in the Student Portal.
- Students can register online via their [student portal](#), under "Registration".
- Students must submit an "Intent to Register" form via email, to the Student Financial Service Office, at fa@rc.edu. Forms can be found on their [student portal](#) under Financial Services>Financial Aid Forms.
- 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 their "Intent to Register" form. 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. Please note, your financial aid and billing are based on the number of hours submitted on your "Intent to Register" form. If you register for a different amount of hours than submitted, please allow 24-48 hours to receive an email correspondence that an updated financial aid award letter and billing balance is available for your review.
- Students may choose payment intentions online under "My Billing/Ledger". Payment options for balances due after financial aid include; Pay in Full, Payment Plan and/or Third Party. Payment in full or the first installment of the payment plan is due by **January 6, 2012** (details on payment method options are outlined below).

IN PERSON: Campus Registration

1. **Complete and submit the following forms by January 6, 2012. (NEW STUDENTS should meet with an advisor).**
 - a. **Registration Form** (Signature required. Register for entire semester.)
 - b. **Payment Choice Form – Please fill out completely.**
 - c. **Third Party Assistance Policy** (if your employer or Michigan Works pays for your education)
 - d. **Graduation Application** (if graduating in August)
2. **Financial Aid:** Complete all necessary paperwork with the Student Financial Services Office. For questions or assistance, please email kmiller@rc.edu or call 248-218-2207.
3. **Employer assistance:** If your account is to be paid through employer assistance, you must submit documentation of your eligibility or a voucher from your employer with your registration paperwork and a signed 3rd Party Assistance Policy.
4. **Personal Payment:** The Business Office accepts cash, check, money order, Visa, MasterCard, Discover, and American Express. You may set up automatic charges to your credit card by completing the Credit Card Authorization section of the Payment Choice Form that is to be submitted with your registration paperwork. See the Payment Choice Form for other arrangements.
5. **ALL STUDENTS** must register for a **WEB1000-31 (Online Orientation Class)** in their **FIRST** semester. Orientation for the Spring 2012 semester will open **January 2, 2012**.
6. **Submit registration paperwork to:** Rochester College School of Nursing, 800 West Avon Road, Rochester Hills, MI, 48307 or fax to 248-218-2285.
7. **You will be notified by RC email when you are registered.** You will be registered after we receive your completed registration forms, assuming your bill is paid and all required documentation has been received. Please login to my.rc.edu and select the student portal to view your schedule, bill, or grades. New students will have a schedule emailed to their alternative email but should set up their RC email as soon as possible after being registered.
8. **You will be notified of any problems with your registration by RC email. It is the student's responsibility to check their school email regularly. The college is not responsible if students do not receive information in a timely manner because they are not checking their email.**

SPRING 2012 SEMESTER – Online Courses

10/17/11-1/6/12 Open Registration for the Spring 2012 Semester. Register early to get the classes you need. All start/end dates are listed below in the online course offerings. Please give careful attention to these dates as there are different start/end dates for several of the classes. Prep week will be one week prior to the start date of the class. All student work is due on the end date of each class.

- During an online class students can expect to actively participate a minimum of four days per week. Within the first seven days, students must access the online classroom or risk being dropped. Although students may access their online classroom any time of the day or night, they should be prepared to dedicate more total time to their online course.
- Students must be comfortable working with technology. This means online students should be able to work with files (download, save, edit, attach), use Internet browser(s), and know basic security features such as pop-up blockers. In general, online students must be comfortable working with a computer.

Technology requirements for online courses at RC:

- ✓ A computer with at least a 1 GHz processor
- ✓ Microsoft Word 2003 versions **and higher**
- ✓ Internet connection (high-speed is recommended)
- ✓ Rochester College computer network account (this is sent to students as soon as they enroll)

Online Course Offerings – Spring 2012 (RN-BSN Students)

<u>Course & Section #</u>	<u>Hrs</u>	<u>Dates</u>	<u>Instructor</u>	<u>Pre-requisite(s)</u>
Session A				
WEB 1000-31 Online Orientation (new students only)	0	Jan 2-Jan 23	G. Tucker	
NUR 3104-71 Transition to Professional Nursing	4	Jan 9-Mar 4	S. Heskitt	
NUR 3304-71 Pathophysiology Across Cultures	4	Jan 9-Mar 4	R. Bruder	NUR 3104
NUR 4304-71 Nursing Management and Leadership	4	Jan 9-Mar 4	K. VanWagoner	NUR 3104
PSY 1001-31 Writing in the APA Style	1	Jan 23-Feb 26	Staff	
INF 1011-31 Information Literacy	1	Jan 23-Feb 26	Staff	
REL 1003-WEB3 Intro to Christian Faith	3	Jan 9-Mar 4		Staff
Session B				
ART 2003-31 Art Appreciation	3	Feb 13-Apr 15	Staff	
ENG 3313-31 American Writers to 1865	3	Feb 13-Apr 15	Staff	
NUR 3204-71 Advanced Health Assessment/Community	4	Mar 5-Apr 29	S. Heskitt	NUR 3104
NUR 3404-71 Integrated Pharmacology Trends	4	Mar 5-Apr 29	R. Bruder	NUR 3104
NUR 4904-71 Nursing Capstone/Practicum	4	Mar 5-Apr 29	J. Sinutko	All NUR courses

Information, Policies and Deadlines

Tuition and Fees: This fee schedule is for programs within the RN-BSN program.

Tuition	\$496 per credit hour
New Student Registration Fee	\$135
Drop Fee	\$25 per form (see refund table below – Fee is charged the day after the 100% refund date for each course)
Graduation Fee	\$125
Late Payment Fee	\$35
Late Registration Fee	\$35 (see refund table below - Fee is charged the day after the 100% refund date for each course)
Online Course Fee	\$30 (This fee will be charged for courses that are not designated with the NUR prefix.)
Payment Plan Fee	\$60

Tuition and fees are due by January 6, 2012, unless other payment arrangements are made at registration.

PERSONAL PAYMENT PLAN DUE DATES: If part or all of your account is to be paid through a payment plan, a \$60 payment plan fee will be assessed and three equal payments are due **on January 5, February 15, and March 15, 2012.** A \$35 late payment fee will be assessed for each missed or late payment.

Refund and withdrawal schedule for online classes:

Online 8 Week – Jan 6 – March 1
On or before start date- 100 % Refund
1-6 calendars after start date- 90 % Refund
7-13 calendar days after start date- 50 % Refund
14-20 calendar days after start date- 25 % Refund
21+ calendar days after start date- 0 % Refund
Withdrawal Date – February 10th

Online 9 Week – January 23 – March 25
January 23rd-100 % Refund
January 29th- 90 % Refund
February 5th- 50 % Refund
February 11th- 25 % Refund
February 12th- 0% Refund
Withdrawal Date- October 3rd

Online 9 Week – February 13 – April 15
February 13th-100 % Refund
February 19th- 90 % Refund
February 26th- 50 % Refund
March 3rd- 25 % Refund
March 4th- 0% Refund
Withdrawal Date- March 19th

Online - 5 Week Class
January 23 -100 % Refund
January 26 - 90 % Refund
January 30 - 50 % Refund
February 2 - 25 % Refund
February 3 - 0% Refund
Withdrawal Date- February 6

Online 8 Week - Session B- March 2 – April 26
On or before start date- 100 % Refund
1-6 calendars after start date- 90 % Refund
7-13 calendar days after start date- 50 % Refund
14-20 calendar days after start date- 25 % Refund
21+ calendar days after start date- 0 % Refund

Online 7 Weeks- January 9 – February 26
January 9th- 100 % Refund
January 16th- 25 % Refund
January 23rd- 0 % Refund
Withdrawal Date-February 3rd

Refunds for **complete withdrawal from all courses** during a semester are calculated by the federal refund policy. There are financial consequences for withdrawing from college, including adjustments in financial aid awards that might leave you responsible for remaining charges on your account. Please consult the Student Financial Services Office to determine the financial ramifications of complete withdrawal.

Course Drop Policy and Deadlines: Any student who misses the first seven calendar days of an online course will be automatically dropped from the class and charged a \$25 drop fee. Students who stop participating in an online class will be unable to pass the course. Any student who wishes to withdraw from a class must do so in writing by sending an email **from your RC email** to sgriffin@rc.edu, or fax your request to 248-218-2285, **using course and section numbers.** The last date to drop an online course and receive a “W” is listed in the table above for each course start date. Courses cannot be dropped after this deadline.

Grades: Grades may be viewed through the student portal at <https://my.rc.edu/student/login.asp>. They will generally be posted within a week after your class ends.

Graduation Applications: Graduation applications can be found by logging into the student portal and scrolling down the left side to *Traditional Program*. NOTE: *If you plan to graduate in May you must submit your graduation application by February 1, 2012. August graduation application is due by July 1, 2012.

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 through the online store **by December 1, 2011**. The online store offers new books, used books, and e-books 24 hours a day and 7 days a week. Textbooks are not sold on the campus. You can access the online store through <http://www.rc.edu/pages/campus-store/>.

If you have sufficient financial aid to cover the cost of your textbooks, you may purchase books with a voucher through the online store. After requesting a voucher through the Student Financial Services Office, you will receive an email with a voucher ID once your voucher is ready for use. When accessing the online store, you will simply enter the id number and voucher number to purchase your books.

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.



School of Nursing

Registration Form Spring 2012

Office Use Only

Date/time rec'd: _____

Hold: _____ Hold Cleared: _____

Registered/Emailed: _____

- FIRST SEMESTER?** at Rochester College – REGISTER FOR WEB 1000-31
- GRADUATING?** – SUBMIT GRADUATION APPLICATION WITH REGISTRATION.
Without it your registration will be on HOLD and you will not be added to the graduation list.

Name: _____ Alt. Email: _____
(Last) (First) (M.I.) (Former)

Address: _____, City: _____, State: _____ Zip: _____

Home Phone: (____) _____ Daytime #: (____) _____ Cell #: (____) _____

Vehicle Model and Year _____ Vehicle Color _____ Vehicle License Plate # _____

Don't forget to use section numbers.

Campus of class meeting (Main, Mott, Macomb, Specs or online)	Session (A or B)	Dept	Course#	Section #	Course Name	Hrs	Day Or Date	Time
MAIN (Example)	A	COM	1013	11	Comm Basics (Example)	3	NA	NA

DO NOT SUBMIT A 2ND REGISTRATION FORM to add or change courses! Follow drop/add procedures

STUDENT SIGNATURE REQUIRED! PLEASE BE SURE TO READ!

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. I acknowledge that I am responsible for reading and understanding the policies and procedures outlined in the RN to BSN Student Handbook and catalog and I agree to adhere to them.

Student Signature: _____ Date: _____

Third Party Assistance Policy

(complete only if your employer pays for your tuition or you receive MI Works)

Many students who attend Rochester College receive tuition assistance from their employers or through Michigan Works/No Worker Left Behind. RC works with employers and their employees who wish to pursue their education to provide the smoothest tuition assistance process possible.

1. Students must notify the Rochester College Nursing Department prior to or at registration if they plan to use third party assistance.
1. If the employer pays only a portion of the student's tuition costs or requires the student to pay the school directly and provide a paid receipt, then the student is responsible to pay the balance through published payment arrangements.
2. The student must authorize Rochester College to release any academic and/or financial information to their employer that is necessary for the payment of the student's account. The only exception to this policy is when the employer prepays the student's account.
3. Students must provide the terms of the employer's tuition assistance plan.
 - ❑ **Voucher system** – The approved tuition voucher (or copy of the voucher application - signed by a supervisor when required by employer) or signed authorization to bill employer letter must be submitted with your Registration Form. Rochester College will bill the employer for the approved amounts.
 - ❑ **Non-voucher system** - Students must provide a letter of authorization from their employer:
 - 1) verifying the employee's eligibility for tuition assistance,
 - 2) outlining the tuition reimbursement benefit (i.e. does employer cover only tuition, or tuition, fees, and books; is it based on the grade received; does the employee have to submit a receipt for proof of payment; etc.), and
 - 3) listing what they might require of the college, if anything, to process the reimbursement for the employee.

A new letter is required each academic year. Rochester College will not bill the employer for the student's costs and payment will be deferred up to five weeks after the end of the semester. The student is responsible for submitting any necessary paperwork to their employer to meet their reimbursement guidelines.

By signing below I hereby authorize Rochester College to release any academic and/or financial information to my employer that is necessary for payment of my account. I understand that I will incur charges each time I enroll and I am ultimately responsible for these charges in the event my employer fails to pay for any reason. Also, if I withdraw from college I am immediately responsible for any incurred charges.

(Print Name)

(Signature)

(Date) / /