

## Registration Process

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Registration Options:

### ONLINE: Web Registration (Returning Students)

- Online registration is available 24/7 through the week of January 6<sup>th</sup> in the Student Portal.
- Students can register online via their [student portal](#) under "Registration". Be sure to read/watch the [tutorial](#).
- Students must submit an "Intent to Register" form via email, to the Student Financial Service Office, at [fa@rc.edu](mailto: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 9<sup>th</sup>, 2012 (details on payment method options are outlined below).

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

- **Academic advisor**  
For those students in the MREML cohort, your courses are already selected and planned. Your degree plan should be enclosed with your acceptance letter. Check your degree plan and the Spring course listing to know what you need for registration. If you have further questions, please contact your advisor, Dr. Mark Love.
- **Academic Services**  
Complete and submit the following forms:
  - Course Selection Form (Signature Required)
  - Payment Choice Form
  - Third Party Assistance Policy (if your employer will pay for your education)You can send these forms in person or fax them to Academic Services 248-218-2045, or send them electronically via email as attachments to [pdollan@rc.edu](mailto:pdollan@rc.edu).

### Student Financial Services

- Financial Aid
  - All necessary paperwork—especially FAFSA for those using loans or grants to pay for their tuition—should be submitted and approved. You can contact the Financial Aid office for questions or assistance by calling 248.218.2038 or by email [fa@rc.edu](mailto:fa@rc.edu).
  - Scholarships are awarded through the Graduate School of Religion, not the Financial Aid office. Graduate Scholarship Applications can be obtained by contacting the Director of the Graduate School of Religion.
  - **For new students** 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. 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. 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.
    - The web site for the entrance counseling AND the loan promissory note is [www.studentloans.gov](http://www.studentloans.gov).
- Payment Arrangements  
To complete registration you will have to provide the Student Financial Services office with:
  - **Documentation of scholarships or loans if it is NOT awarded through Rochester College**
  - **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 (Complete and submit the Third Party Assistance Policy enclosed).

- **Personal Payment:**

- 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 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. RC accepts Visa, MasterCard, Discover, and American Express.
- 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 9, 2012
First Installment	February 15, 2012
Second Installment	March 15, 2012
Third Installment	April 15, 2012

You are not required to make a payment during your initial registration; however, payment is expected by the payment deadline on **January 9<sup>th</sup>**.

## **Information, Policies, & Deadlines**

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### **Tuition and Fees**

This fee schedule is for **Spring 2012** within the Master of Religious Education

Tuition	\$524.00 per credit hour
Application Fee	\$35 non-refundable one-time fee
Audit Fee	\$53.00 per semester hour
Drop Fee	\$25 per form
Graduation Fee	\$125 for Master of Religious Education
Late Payment Fee	\$35
Late Registration Fee	\$35
Payment Plan Fee	\$60
Portfolio Defense Fee	\$25

**Tuition and fees are due by January 9<sup>th</sup>, 2012 unless other payment arrangements are made at registration.**

**Textbook Information:** Rochester 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 1st. The online store 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 the campus. You can access the online store from <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. 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 1account. If you have questions, please contact the student financial services office.

### **Grades**

Grades may be viewed on your student portal at <https://my.rc.edu/student/login.asp> after you complete online course evaluation. They will generally be posted within a week after your class ends.

### **Graduation Applications**

Graduation applications may be picked up in the Academic Services office or download from <http://www.rc.edu/pages/mre-forms/>. This form should be submitted along with your registration packet at the beginning of the semester.

### **Cancelled Courses**

The Registrar's Office reserves the right to cancel a course with less than 5 students pre-registered. If your class is cancelled, you will be notified. Occasionally, classes are cancelled that would have remained had all participants registered on time. Make sure that your classes do not get cancelled simply because you failed to register on time.

## Drops, Refunds, and Withdrawal Policies (Withdraw-attended, Drop-did not attend)

**Add Policy:** Students may add courses without instructor permission before the starting date of courses. After the starting date of courses, students must ask the instructor and the Director of MRE approval to add the course.

**Refund Policy:** 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. To withdraw from school, contact Academic Services.

Students who withdraw from a course but remain enrolled in other courses will receive a refund for the withdrawn course(s) based upon the refund table found in the RC catalog. Any classes withdrawn/dropped or added on or after the start date of course will be charged a \$25.00 fee.

The following refund policies affect any student that withdraws from a course but remains enrolled in one or more courses that same semester. Students should be aware that a change in course load may adversely affect financial aid awards and should consult Student Financial Services prior to dropping a course.

**Students are responsible for notifying the Registrar's office in writing, or via email, of their desire to withdraw from the class during normal business hours. Please see the withdrawal policy (below) regarding the last date to withdraw from a class.**

**Administrative Drop:** The only time students are administratively dropped is when they have not attended the class at least once. All administrative drops are charged a \$25 drop fee. **Once you have attended a class one time, you will not be administratively dropped, regardless of your attendance.** Administrative drops are accessed after the second week of the class. To withdraw/drop or add a class, please send an email to registrar@rc.edu, or fax your request to 248-218-2045.

### Refund Schedule for One-Week Intensive Courses (REL 5803)

The following refund periods apply	Refund
Before January 9, 2012	100%
On the first day of class (January 9)	90%
On the third day of class (January 11)	50%
On the fifth day of class (January 13)	25%
On or after January 14	0%

**Withdrawal Deadline:** A "W" will be assigned to any course a student has attended. The last date to withdraw from a course and receive a "W" is January 14 for REL 5803 - courses cannot be withdrawn after this deadline and a "W" cannot be assigned after this date.

### Refund Schedule for One-Week Intensive Courses (REL 5863-1)

The following refund periods apply	Refund
Before February 6, 2012	100%
On the first day of class (February 6)	90%
On the third day of class (February 8)	50%
On the fifth day of class (February 10)	25%
On or after February 11	0%

**Withdrawal Deadline:** A "W" will be assigned to any course a student has attended. The last date to withdraw from a course and receive a "W" is February 11 for REL 5863-1 - courses cannot be withdrawn after this deadline and a "W" cannot be assigned after this date.

## Refund Schedule for Online Courses (REL 5833, REL 5863-2, REL 5173, REL 5313)

REL 5833 & REL 5173	REL 5863-2	REL 5313	Refund
Through January 9, 2012	Through February 27, 2012	Through March 4, 2012	100%
January 10-16	February 28-March 5	March 5-11	90%
January 17-23	March 6-12	March 12-18	50%
January 24-30	March 13-19	March 19-25	25%
January 31 to the last day to withdraw	March 20 to the last day to withdraw	March 26 to the last day to withdraw	0%

**Withdrawal Deadline:** A "W" will be assigned to any course a student has attended. The last date to withdraw from a course and receive a "W" is:

January 31 for REL 5833

January 31 for REL 5173

March 20 for REL 5863-2

March 26 for REL 5313

Courses cannot be withdrawn after this deadline and a "W" cannot be assigned after these dates.

### Online Courses

Online classes are 9 weeks in length. Students will be expected to participate actively in the online course a minimum of three days each week.

Online courses may be accessed any time, night or day.

Students will need access to a computer with at least:

- 1.5 GHz processor (or faster),
- 512 MB of RAM,
- Microsoft Word 2003 or 2007 (or newer),
- Internet access (High-Speed recommended),
- Rochester College computer network account.
- Students should allow as much or more total time than a regular classroom course would require.

Students access online courses through the Blackboard course management system by logging into the following website:

<https://my.rc.edu/student/login.asp> Students are responsible for knowing how to use the Blackboard system—a Blackboard online tutorial will be required before beginning an online class. This tutorial will be available one week before the in-class meeting.

### Important Numbers & Emails

		<u>Phone Numbers</u>	<u>Fax Numbers</u>	<u>E-mail Address</u>
<b>Student Development:</b>	Marilyn Schaffer	248.218.2041	248-218-2095	mschaffer@rc.edu
<b>Academic Services:</b>	Sara Stewart	248.218.2094	248-218-2045	sstewart@rc.edu
<b>Student Financial Services:</b>	Kara Miller	248.218.2207	248-218-2055, 2065	kmiller@rc.edu
	Jessica Bristow	248.218.2038	248.218.2055	jbristow@rc.edu
<b>Graduate School:</b>	Phebe Dollan	248.218.2200	248.218.2055	pdollan@rc.edu

# Course Selection Spring 2012

Cohort A started in Fall 2010 & Spring 2011 and cohort B started in Fall 2011 & Spring 2012.

COHORT	DEPT	COURSE#	SEC	TITLE	HRS	INSTR		DATES	NOTES
B	REL	5833	1	Gospel and Culture	3	Love	Online	1/9/12 - 3/16/12	
B	REL	5863	1	Salvation and Human Identity	3	Barton	Intensive	2/6/12 - 4/27/12	Intensive Class in RC campus 2/6-2/10
B	REL	5313	1	New Testament and the Gentile Mission	3	Stevenson	Online	3/4/12 - 5/4/12	
A	REL	5173	1	Prophetic Critique & Vision for Renewal	3	Bowman	Online	1/9/12 - 3/16/12	
A	REL	5863	2	Salvation and Human Identity	3	Love	Online	2/27/12 - 4/27/12	
A	REL	5803	1	The Word of God and Missional Leadership	3	Shelly & Love	Intensive	1/9/12 - 4/27/12	Intensive Class in Durham, NC 1/9-1/12
A	REL	6200	1	Portfolio Defense	0	Love		1/9/12 - 4/27/12	
	REL	6000	1	Thesis Continuation	0	Love		1/9/12 - 4/27/12	
	REL	6100	1	Comprehensive Exam	0	Love		1/9/12 - 4/27/12	