Registration Process

ONLINE: Web Registration

- Online registration is available 24/7 through April 26, 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. 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; Pay in Full, Payment Plan and/or Third Party. Payment in full or the first installment of the payment plan is due by April 27, 2012 (details on payment method options are outlined below).

IN PERSON: Campus Registration

1. Complete and submit the following forms by April 27, 2012. (NEW STUDENTS should meet with an advisor).
   a. Registration Form (Signature required. Register for entire semester.)
   b. Third Party Assistance Policy (if your employer or Michigan Works pays for your education)
   c. 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.
5. Submit registration paperwork to: Rochester College School of Nursing, 800 West Avon Road, Rochester Hills, MI, 48307 or fax to 248-218-2285.
6. You will be notified by RC email when you are registered. You will be registered after we receive your completed registration forms, assuming any prior 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.
7. 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.

SUMMER 2012 SEMESTER – Online Courses

3/19/12-4/26/12 Open Registration for the Summer 2012 Semester. Register early to get the classes you need. All start/end dates are listed below in the online course offerings. 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 – Summer 2012 (RN-BSN Students)

<table>
<thead>
<tr>
<th>Course &amp; Section #</th>
<th>Hrs</th>
<th>Dates</th>
<th>Instructor</th>
<th>Pre-requisite(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Session A</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 3404-71</td>
<td>4</td>
<td>April 27-June 21</td>
<td>R. Bruder</td>
<td>NUR 3104</td>
</tr>
<tr>
<td>NUR 4304-71</td>
<td>4</td>
<td>April 27-June 21</td>
<td>K. VanWagoner</td>
<td>NUR 3104</td>
</tr>
<tr>
<td>BIB 2213-31 Life of Christ</td>
<td>3</td>
<td>April 27-June 21</td>
<td>R. Bone</td>
<td></td>
</tr>
<tr>
<td>PSY 2013-31 General Psychology</td>
<td>3</td>
<td>April 27-June 21</td>
<td>C. Broomfield</td>
<td></td>
</tr>
<tr>
<td><strong>Session B</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ART 2003-32 Art Appreciation</td>
<td>3</td>
<td>June 22-August 16</td>
<td>A. Keller</td>
<td></td>
</tr>
<tr>
<td>ENG 3313-32 American Writers to 1865</td>
<td>3</td>
<td>June 22-August 16</td>
<td>A. Nichols</td>
<td></td>
</tr>
<tr>
<td>NUR 4904-71 Nursing Capstone/Practicum</td>
<td>4</td>
<td>Mar 5-Apr 29</td>
<td>J. Sinutko</td>
<td>All NUR courses</td>
</tr>
</tbody>
</table>

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
- Add/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 April 27, 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 April 27, May 15, and June 15, 2012. A $35 late payment fee will be assessed for each missed or late payment.

Refund and withdrawal schedule for online classes:

<table>
<thead>
<tr>
<th>CEL Program</th>
<th>Traditional Program</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Session A</strong>- April 27th - June 21st</td>
<td><strong>10 Weeks- April 27th - July 20th</strong></td>
</tr>
<tr>
<td>April 27th- 100 % Refund</td>
<td>April 27th- 100 % Refund</td>
</tr>
<tr>
<td>May 5th- 90 % Refund</td>
<td>May 3rd- 90 % Refund</td>
</tr>
<tr>
<td>May 11th- 50 % Refund</td>
<td>May 10th- 50 % Refund</td>
</tr>
<tr>
<td>May 18th- 25 % Refund</td>
<td>May 17th- 25 % Refund</td>
</tr>
<tr>
<td>May 19th- 0 % Refund</td>
<td>May 18th- 0 % Refund</td>
</tr>
<tr>
<td><strong>Withdrawal Date - June 1st</strong></td>
<td><strong>Withdrawal Date- May 18th</strong></td>
</tr>
</tbody>
</table>

| **Session B**- June 22nd - August 16th | **2 Weeks- April 27th- May 3rd** |
| June 22nd-100 % Refund | April 27th- 100 % Refund |
| June 29th-90 % Refund | April 28th- 0 % Refund |
| July 6th- 50 % Refund | |
| July 13th- 25 % Refund | |
| July 19th- 0 % Refund | |
| **Withdrawal Date - July 27th** | **2 Weeks- May 26th- June 8th** |
| | May 26th- 100 % Refund |
| | May 27th- 0 % Refund |
4 Weeks- June 22nd -July 26th
June 22nd-100 % Refund
June 29th- 50 % Refund
June 30th- 0 % Refund
Withdrawal Date- June 30th

Tuition refunds for complete withdrawal from all courses during a semester are calculated by the Rochester College 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 registrar@rc.edu, using course and section numbers. The last date to withdraw from an online course and receive a “W” is listed in the table above for each course start date. Courses cannot be withdrawn from 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 August you must submit your graduation application 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. Summer semester textbooks are scheduled to be available through the online store by April 1, 2012. 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

- **FIRST SEMESTER** at Rochester College – REGISTER FOR NUR 1000-71
- **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.

<table>
<thead>
<tr>
<th>Campus of class meeting</th>
<th>Session</th>
<th>Dept</th>
<th>Course#</th>
<th>Section #</th>
<th>Course Name</th>
<th>Hrs</th>
<th>Day Or Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAIN</td>
<td>A</td>
<td>COM</td>
<td>1013</td>
<td>11</td>
<td>Comm Basics</td>
<td>3</td>
<td>NA</td>
<td>NA</td>
</tr>
</tbody>
</table>

**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)