

STEPS TO ATTEND CLASSES AT RCC

Step 1 Apply for Financial Aid

Fill out the FAFSA online (www.fafsa.ed.gov). Get more information on scholarships, grants, and loans at the Student Financial Services website: www.rcc.edu/studentfinancialservices. There may be some supporting documentation you need to turn in to obtain financial aid.

FAFSA IS AVAILABLE ONLINE ON JANUARY 1—ATTEND A CASH-FOR-COLLEGE WORKSHOP FOR HELP COMPLETING THE APPLICATION AND YOU MAY WIN \$1,000. SCHOLARSHIP! You should apply before March 2 if possible, but for community college your deadline to apply is September 2.

Step 2 Apply online at www.rcc.edu (click on ‘Apply Now’ green link in upper left of screen)

You may apply if you meet any of the following requirements:

- Have graduated from high school **or** are 18 years or older.
- Have passed the California High School Proficiency Exam.
- Did not graduate but have attained a Certificate of Completion
- Have passed the GED examination
- An international student who has satisfied the international student admission requirements.

APPLICATIONS FOR SUMMER AND FALL 2014 ARE AVAILABLE ONLINE AFTER MARCH 1, 2014

~*DEADLINE FOR SUMMER IS APRIL 23, 2014 ~ *DEADLINE FOR FALL IS JUNE 24, 2014~

*Assessment, orientation, and counseling must be completed prior to this date to be considered for the earlier registration dates. You can still apply for summer until June 2 and fall until August 11, *but you will be last in line to register for classes.*

You will receive an immediate email confirmation that your application has been submitted. (If you don't receive it, go back and finish the application). A few days later you will receive your student ID number, WebAdvisor user name, and RCCD email address. From that point on the college will only contact you via RCCD email. You must activate your RCCD email account (See Step 3).

IMPORTANT NOTE: The first step in the online application is to select your Home College and your Program of Study (Major). By selecting a College (MoVal, Norco, or Riverside) you are choosing your HOME COLLEGE. Please read this carefully before setting your Home College; it is difficult to change later. Your Home College is where you will receive most services including assessments, counseling, Financial Aid Services, CalWORKs, EOPS/CARE, Veteran Services and Student Support Services. Remember that students may attend classes at any of the three colleges regardless of Home College location.

Step 3 Set-Up Your RCC Email Account

RCCD students are provided with free student email via Office 365 by Microsoft. All communication from RCC (updates, registration dates, schedule changes, financial aid, etc.) will be sent to you through the RCC email only (not your private email).

- You can find RCCD Mail on WebAdvisor by going to the main menu and clicking on “Learn my RCCD email address.”
- When you log in for the first time your temporary password will be your upper case first initial, lower case last initial and six digit date of birth (example: Js101095)

Step 4 Complete Assessment and Orientation and Counseling (A.O.C.) AND First Semester Educational Plan (SEP)

Assessment: Most first-time college students will need to take the Assessment Test in English and math.

Orientation: A couple of days after you take the assessment test; you must go to your WebAdvisor account and complete the online orientation.

Counseling: One hour after completing the online assessment, you can submit your first semester SEP (Student Educational Plan) through WebAdvisor. It will be processed by the counseling department and they'll send you a confirmation email (to your RCC email) after it is processed.

Testing is done by appointment only (**Be sure to check with your high school counselor about priority dates for RUSD seniors**). For hours, check online (www.rcc.edu/services/assessment/date) or call:

- Moreno Valley: (951) 571-6492
- Norco: (951) 372-7156
- Riverside: (951) 222-8451
- Ben Clark Training Center: (951) 571-6369

To help prepare for the assessment test go to www.rcc.edu, click on ‘Going to College’, then scroll to step 3 and click on “Pre-Assessment Workshop”

Step 5 Apply for Student Support Services

RCC offers many support services to help students to achieve their academic and career goals in a timely manner. To find out more about the services offered, the benefits of these services, and if you meet qualifications, please refer to the student services website:

<http://www.rcc.edu/services/>. Here are a few examples of programs to check out:

- CalWORKs
- Care Services
- Completion Counts (Two Year Guarantee Contract)
- Disabled Student Programs and Services (DSPS)
- Extended Opportunity Programs and Services (EOPS)
- Pathways to Excellence
- TRiO-Student Support Services
- Upward Bound
- Workforce Preparation

Step 5 Register for Classes

- Go to WebAdvisor at www.rcc.edu and click on log-in Video for detailed log-in instructions.
- Once you log in to your WebAdvisor account you can click “Check my Registration Dates/Holds” to view registration date/time. Registration dates are available 1- 2 months before the term begins. Students are given a date and time to register. You can register on or after that date/time, but not before.
- View the Registration Tutorial video in WebAdvisor.
- Search for, add, or drop classes through your WebAdvisor account. You can find the schedule of classes offered by going to www.rcc.edu and clicking on “schedules.”
- Pay special attention to important dates (ex: the last day to drop with a refund, without a “W”, or with a “W”). You can view these dates by accessing your schedule on WebAdvisor and clicking on class title.
- Check Refund, Add and Drop deadlines on WebAdvisor. Add deadlines are also in the *Schedule of Classes* (online at www.rcc.edu).
- Remember, adding and dropping classes is your responsibility. **If you decide to stop attending, do not assume your instructor will drop it for you. It is your responsibility!**

Step 6 Pay Enrollment Fees *Important → If you don't pay fees by deadline your classes will be dropped!*

- Your fees are due after you enroll. Every term you will pay for your units, a health fee, a student services fee (optional), and parking (optional).
- You can pay through WebAdvisor, or you can pay cash in person at the college.
- If you drop a class within the refund deadline, your refund will be returned to you 6-8 weeks *after* the deadline date for refunds. It will be returned the same way you paid (cash or check will receive a check; credit card will be credited back to that account).

Step 7 Get your RCCD Student College ID card

- The RCCD College Card is your Official Student ID, lab, and library card.
- It also provides you with access to student activities on campus, and discounts for college athletic and performing arts events if you have paid your Student Services fee.
- College ID cards are available at the admissions office of your Home College.
- You must present a photo ID to obtain your college ID Card.

Step 8 Buy Your Textbooks

- Take a copy of your schedule to the bookstore to find out what book you need to purchase for your classes.

Step 9 Attend Classes the First Day *Important → If you don't attend the first day you will be dropped!*

- If your plans change and you cannot attend, be sure to officially drop your class(es); otherwise you could owe fees and receive an “F” grade.
- **Arrive early to find parking.** Students are not ticketed the week prior to the start of the term and the first week of the term as long as you park legally in student parking spaces. (Read all signs posted as this policy is subject to change.)
- If enrolled in an online class go to www.opencampus.com.

YOU CAN GET HELP IN PERSON AT THE
WELCOME CENTER ON THE RIVERSIDE CAMPUS
Located in the Student Financial Services Building Mon-Thu 8-4 and Fri 8-12
Welcome Center (951) 222-8574 Assessment Center (951) 222-8440