

**River Valley Community College**  
**One College Drive, Claremont, NH 03743-9707 (603) 542-7744**  
**310 Marlboro Street, Keene, NH 03431 (603) 357-2142**

## **Registration Process for Students**

### **Spring Semester 2010**

1. The Spring Semester 2010 Credit Course Schedule and registration paperwork will be available on the College website (rivervalley.edu) as of **November 9**. Schedule and registration materials will also be available at RVCC-Claremont and at the Keene Academic Center. .
2. Read the Refund/Withdrawal Policy for Spring Semester carefully.
3. Fill in the registration form; make sure that your classes do not overlap and that you have met all prerequisites/corequisites (if applicable).

Web registration for Spring Semester 2010 will be available for returning matriculated students from **November 16 – January 4**. Be sure to consult with your advisor to ensure proper course selection before registering. If you encounter difficulties with web registration, please submit a completed paper registration form.

4. Obtain the signature of your program director or academic advisor.
5. Current matriculated and newly matriculated students may leave their registration forms in the locked registration box in the One-Stop lobby area (by the Library) at RVCC-Claremont or at the Keene Academic Center **on or after November 16**. If your registration form(s) is complete and your program director/advisor has signed the form(s), you may fax it to RVCC-Claremont (Attn: Registrar's Office) at (603) 543-1844.
6. Note: If you have a financial hold or a library hold, your course registration will not be processed and will be returned to you. If you have any questions, check with the Business Office or the Librarian before submitting your registration form.
7. You must fulfill your financial obligation two weeks before the first day of the semester (**deadline is January 5**) by:
  - a. Making payment in full (check, VISA, MasterCard, Discover).
  - b. Paying via E-Cashier or completing a NBS Payment Plan Agreement. (Information is available thru the College website: rivervalley.edu and click on E-Cashier link.)
  - c. Have submitted a financial aid award letter and deferment form.  
(See other side of this form for information on payment plans and financial aid.)
  - d. **If you do not fulfill your financial obligations before the deadline dates (as noted above), your registration will be voided and your classes deleted.**

**(Continued)**

Drop-off registration for current matriculated and newly matriculated students for Spring Semester 2010 begins **November 16**. Currently enrolled non-matriculated students may also submit completed registration paperwork during that time, but matriculated students will be given registration priority until December 7.

### **Consortium Agreement**

A Consortium Agreement is for financial aid recipients. It allows students to take classes at our six sister campuses. The Consortium Agreement serves two purposes. The first being the course(s) are approved as part of your program and meet graduation requirements. Secondly, it lets the host institution know you have financial aid to cover the cost of the class(es). The Consortium Agreement and instructions are available in the Financial Aid Office or online at [www.rivervalley.edu/financialaid/html](http://www.rivervalley.edu/financialaid/html). Consortium Agreements need to be completed two weeks prior to the start of classes.

### **Payment Plans**

Responsibility for payment of tuition and fees rests upon the student. Payments for non-credit courses are due in full upon registration. Payments and/or payment arrangements for credit courses are due two weeks prior to the beginning of the semester. (Deadline is **January 5**.) Payment options include Payment Plans, Federal Financial Aid, and Scholarships, available to assist students with their financial obligations to the College:

**Payment Options** – River Valley Community College offers two payment options to cover tuition and fees:

1. Payment in full can be made via E-Cashier (accessed via the College website: [www.rivervalley.edu](http://www.rivervalley.edu)) or directly at the Claremont Business Office or Keene Academic Center. E-Cashier accepts credit or debit card payments. Payments can also be made directly at the Claremont Business Office or Keene Academic Center with check, MasterCard, Visa or Discover card. Cash payments must be made at the Claremont Business Office.
2. NBS Payment Plan offers an interest-free payment option for students. NBS can be accessed on-line ([www.rivervalley.edu](http://www.rivervalley.edu) and click on E-Cashier link) or at the Claremont Business Office.

Federal Financial Aid and Scholarships are also available for qualified students. Financial Aid Awards and a completed Financial Aid Deferment form are due (**January 5**). For more information, call or visit a Financial Aid Representative in Claremont (Monday through Friday) or at the Keene Academic Center (Fridays only).