

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

Registration Process for Students **Spring Semester 2012**

1. The Spring Semester 2012 course schedule, registration information and forms will be available on the College website (www.rivervalley.edu) as of **November 21**. Registration materials will also be available in the Student Services reception area (by the Library) at RVCC in Claremont and at the Academic Center in Keene.
2. Read the Spring Semester 2012 Refund/Withdrawal Policy carefully.
3. Fill in the Spring Semester registration form. Make sure that your classes do not overlap and that you have met all prerequisites/corequisites. **Obtain the signature of your program director or academic advisor.**

Registration via the web will be available through the Student Information System **for returning matriculated** students November 21 through January 8 for Spring Semester.

Be sure to consult with your advisor to ensure proper course selection before registering. (Paper registration forms will still be accepted after web registration closes.)

4. **Current matriculated and newly matriculated** students may leave their registration forms in the locked registration box in the Student Services reception area (by the Library) at RVCC-Claremont or at the Academic Center in Keene **on or after November 21**. If your registration form is complete and has been signed by your program director/advisor, you may fax it to RVCC in Claremont (Attn: Registrar's Office) at (603) 543-1844.

Currently enrolled non-matriculated students may also submit completed registration paperwork during this time, but forms will be held for processing until **December 12**, as matriculated students are given registration priority until then.

5. Note: If you have a financial or library hold, your 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(s).
6. You must fulfill your financial obligation two weeks before the first day of the semester (**deadline is January 9 for Spring Semester 2012**) by:
 - a. Making payment in full--cash, check (payable to "CCSNH"), 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 financial aid award letter & deferment form submitted. Plus, Direct Loan Master Promissory Note (MPN) and Direct Loan Entrance Counseling (EC) need to be complete if borrowing Direct Loans. Go to www.studentloans.gov to complete.
(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, your registration will be voided and your classes deleted.**

Consortium Agreement

A Consortium Agreement is for financial aid recipients and applied to students taking courses within the Community College System of NH. The Consortium Agreement serves two purposes: First, it ensures that the course(s) are approved as part of your program and meet graduation requirements. Second, 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. Consortium Agreements need to be completed two weeks prior to the start of classes.

Tuition Payments

Responsibility for payment of tuition and fees rests upon the student. Payments and/or payment arrangements for credit courses are due two weeks prior to the beginning of the semester. (Deadline is January 9 for Spring Semester 2012.) Payment for non-credit courses is due in full upon registration. Payment options available to assist students with their financial obligations to the College include Payment Plans, Federal Financial Aid, and Scholarships.

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

Payment in full may be made at the Claremont Business Office or the Academic Center in Keene with cash, check (payable to “CCSNH”), debit, or credit card (Mastercard, Visa, or Discover)

An NBS Payment Plan offers an interest-free payment option for students. NBS can be accessed on-line (www.rivervalley.edu and click on E-Cashier link) or can be set up at the Claremont Business Office or Academic Center in Keene.

Federal Financial Aid and Scholarships are also available for qualified students. Financial Aid Awards and a completed Financial Aid Deferment form are due **January 9** for Spring Semester 2012. For more information, call or visit a Financial Aid Representative in Claremont (Monday through Friday) or at the Academic Center in Keene (Wednesdays only).

***STUDENTS REGISTERING ON OR AFTER JANUARY 9 FOR SPRING SEMESTER 2012
MUST HAVE APPROVED PAYMENT ARRANGEMENTS AT THE TIME OF REGISTRATION.***