

RIVER VALLEY COMMUNITY COLLEGE  
CLAREMONT, NH

STUDENT WEB REGISTRATION

*Spring Semester 2010*

**To register for courses on-line you need to:**

- **Be a returning matriculated student in a program at RVCC.**
- Make a list of the courses that you would like to take. If you want to save time, you can write down the CRN #'s (course registration number) for the courses. (CRN #'s are the 5 digit numbers listed in the posted Spring Semester Course Schedule or on our online Course Schedule.)
- **Consult with your advisor to check and approve the list of courses prior to on-line registration.**
- Ensure course prerequisites/corequisites (if applicable) have been met.
- Note: If you have a financial or library hold on your account, you will not be able to register.

**Log on to our web site** ([www.rivervalley.edu](http://www.rivervalley.edu))

- **On-line registration for Spring Semester 2010 via Student Information System will be available from November 16 – January 4. (Regular registration still available during and after that time.)**
- Click on the “Student Information System”. Click on “Enter Secure Area”; enter your “User ID” and your “Pin” and click Login.
- Click on “Student Services and Financial Aid”.
- Click on “Registration”.
- Click “Select Term”, the current term will default in or you may use the drop down box to select another term. Be sure to indicate Spring Semester 2010, and then click “Submit”.

**Choose courses for registration:** Use step 1 or 2 below to select courses.

1. Select “Look up Classes”, to search for courses if you do not know the CRN #s, and follow the directions on the top of the screen.  
\*\*\*\*OR\*\*\*\*
2. Select “Add/Drop Classes” to add/drop by CRN#; follow the directions on the screen and click “Submit Changes”.
3. **You are now registered for your course(s);** click “Return to Menu” at the top of the screen and continue with steps 4 and 5 below.

**Review Registration and Schedule:**

4. At the main menu, choose either “Student Schedule by Day or Time” or “Student Detail Schedule” and review for accuracy. Should you wish to print your schedule, we recommend you print the “Student Detail Schedule”.
5. If you have errors on your schedule, select “Return to Menu”, go back to step 1 or 2 above and correct your registration by following the directions on the screen. Click “Submit changes”, then “Return to Menu” when corrections are complete. Go back and review your schedule again using step 4 above.

**Complete Registration:**

6. Click “Complete Registration” to finish the process. Once tuition and fees have been assessed, you will be able to view your charges on-line.