



1 College Place, Claremont, NH 03743-9707 (603) 542-7744  
438 Washington Street, Keene, NH 03431 (603) 357-2142  
15 Hanover Street, Lebanon, NH 03766 (603) 443-4200

## **Registration Process for Students SPRING SEMESTER 2019 and SUMMER SEMESTER 2019**

1. The Spring Semester 2019 and Summer 2019 Course Schedules, registration information, and registration forms will be available on campus at RVCC-Claremont and the Academic Centers in Keene and Lebanon as of **November 13th**. Registration materials will also be available on the College website: [www.rivervalley.edu](http://www.rivervalley.edu).
2. Read the Spring & Summer Semester 2019 Refund/Withdrawal Policies **carefully**.
3. Fill in the appropriate semester registration form. Make sure that your class times do not overlap and that you have met all prerequisites/corequisites. **You must obtain the signature of your program director/advisor.**
4. **Current matriculated and newly matriculated** students may leave their registration forms (*approved by their program director/advisor*) in the locked registration box outside the Student Services reception area at RVCC Claremont or at the Academic Centers in Keene and Lebanon **as of November 13<sup>th</sup>, 2018**. If your registration form is complete and has been signed by your program director/advisor, you may fax it to RVCC-Claremont (Attn: Registrar's Office) at (603) 543-1844 **as of November 13<sup>th</sup>, 2018**.
5. **Non-matriculated students:** Registration for non-matriculated students and the general public will begin on **November 27th**.

**Note:** If you have a financial or library hold, your registration will not be processed. If you have any questions, check with the Business Office or the Library Director before submitting your registration form.

6. You must fulfill your financial obligation two weeks before the first day of the semester (**deadline is January 7th for Spring Semester and May 13<sup>th</sup> for Summer Semester**) by:
  - a. Making payment in full: cash, check (payable to "CCSNH"), VISA, MasterCard, Discover.
  - b. Paying via E-Cashier. (Information is available through the College website: [www.rivervalley.edu](http://www.rivervalley.edu) → select Course Schedule and then select the 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](http://www.studentloans.gov) to complete.
  - 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/admissions/financial-aid](http://www.rivervalley.edu/admissions/financial-aid).

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 7th** for Spring Semester and **May 13th** for Summer Semester. Payment for non-credit courses is due in full upon registration. Payment options are available to assist students with their financial obligations to the College and 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 online by logging into the Student Information System (SIS) and going to “Student” link. Payment may also be made in person 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).

A Nelnet Online Payment Plan offers an interest-free payment option for students. Nelnet can be accessed on-line ([www.rivervalley.edu](http://www.rivervalley.edu) →select Course Schedule and then select the E-Cashier link).

Federal Financial Aid and Scholarships are also available for qualified students. Financial Aid Awards and a completed Financial Aid Deferment form are due **January 7th** for Spring Semester and **May 13th** for Summer Semester. For more information, call or visit a Financial Aid Representative in Claremont (Monday through Friday) or at the Academic Center in Keene (Tuesday only) or at the Academic Center in Lebanon (Thursday only).

For financial aid students: If you are enrolling in a late-start course, your financial aid may not disburse until enrollment for the course can be confirmed. Please contact the Financial Aid Office if you have any questions.

- 7. RVCC does not send paper bills or schedules. Upon registration, you are enrolled unless otherwise notified. No confirmation will be mailed. Classes are subject to change. Students should check the RVCC website ([www.rivervalley.edu](http://www.rivervalley.edu)), click on Student Resources, and select the Student Information System (SIS) for their e-bills, classroom location(s), schedule, grades, financial aid information, student email accounts, etc.**